

## Meeting Minutes Guidelines

Minutes are the official record of an organization. Minutes must be accurate since they are the legal record of the organization's proceedings and actions. The meeting minutes template has been created for ENA state councils and chapters to use to track board meeting proceedings.

### Template Instructions

**Step 1:** Download and open the *Meeting Minutes Template* from the ENA Brand Center

**Step 2:** Insert your ENA state council or chapter name and logo where indicated

**Step 3:** Fill in the appropriate meeting information, such as location and date

**Step 4:** Where indicated, include names of board members with their positions and other attendees with their affiliations, as applicable.

### Guidelines

The following lists some guidelines to keep in mind when drafting your meeting minutes:

#### Do's:

- *Do keep minutes at any meeting where votes can occur.*
  - a. *Minutes and resolutions for boards and committees with board authority should be stored permanently.*
- At committee meetings where there is no voting, you may keep minutes for your records, but minutes are not required for legal purposes.
  - a. *If you choose to keep minutes, they should be stored for no longer than three years.*
- *Do list the meeting date, time – with time zone – location, including if the meeting is being conducted virtually.*
- *Do list the number of attendees, approximate if the group is large, and whether a quorum was present.*
- *Do format your notes to follow the meeting's agenda. Please adjust template bullet points for your particular needs based on the agenda.*
- *Do record all motions and the outcome of votes.*
- *Do be concise. Minutes should not be too descriptive. Just record specific motions and votes and key business.*
- Minutes should be provided to the Executive Board or Committee Chair for review within a week of virtual meetings and within two weeks of an in-person meeting.
  - a. Minutes are not required to be posted to the state council or chapter website. If you choose to include the minutes, they may be posted in a publicly visible area.
  - b. Minutes from Executive Committee meetings and closed sessions **must NOT** be posted on any platform.

**Don'ts:**

- *Don't* list the names of people who make or second motions.
- *Don't* detail the debate over an issue. In your formal notes, you just need the facts. Minutes are not a transcript of the meeting. Minutes should record what is *done* at meetings, not what is *said*.
- *Don't* list the vote count. The outcome is enough.
- *Don't* hesitate to ask for clarification during the meeting to ensure accuracy within the minutes.
- *Don't* wait to draft the minutes. Do it the same day or the next day, while your recollection and notes about what occurred during the meeting are fresh.