Minutes Checklist

Minutes are the permanent record of the proceedings of a meeting and need to be clear, accurate, brief, and objective. Minutes include the basic following items:

- Date, time, and place of the meeting.
- Name of the person who chaired the meeting (usually the board chair).
- Names of the members present, excused, and absent without notification.
- Existence or absence of a quorum.
- All rulings made by the board chair.
- All proper motions, including the name of the mover and the seconder.
- Results of all votes taken.
- Names of any persons abstaining from any vote.
- List of all reports and documents introduced during the meeting (copies of reports attached to the official minutes).
- Summary of significant points raised during discussion but not a verbatim account of speeches.
- Any commitments made by officers or any other persons present.
- Time of adjournment.
- Signature of the meeting secretary.
- Sometimes minutes include a brief addendum showing required follow-up activities which also identifies the person responsible for the action and the date by which it will be completed.

From 10 Minutes to Better Board Meetings by the Planned Parenthood Federation of America, Western Regional Office