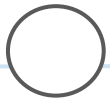




section 3
MEETING
MINUTES



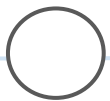


MEETING MINUTES

overview

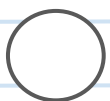
Meeting Minutes are **written records** taken by the club secretary to show proof of proper protocols and procedures during a meeting. Minutes are a good way for members/officers/advisors to **recap** if they were absent from that meeting.

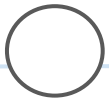
Following meetings, share the minutes with all members, Club Board, Lt. Governor, Faculty Advisor, Kiwanis Advisor, etc. We recommend you keep all minutes stored in a Google Drive Folder or other Cloud based format in addition to an archive drive on your Club's account on one of these storage methods **as pdfs** for organization and easy access.



what to include

- ★ Type of meeting (Club, Board, etc.)
- ★ Location and Date
- ★ Time of Call to Order and Adjournment
- ★ Attendance of who was present and absent
- ★ Remarks/ Old and New Business/ Open Forum if applicable
- ★ Recording of all official decisions and actions made
- ★ Signatures from club secretary, club president, and advisor





MEETING MINUTES

tips!

- ★ Always BEE attentive and state who is speaking
- ★ Maintain concise and consistent writing
- ★ Take note of everything and cut down later
- ★ Follow graphic standards
- ★ Have your minutes double checked before distribution

[CLICK HERE](#) for a template for Meeting Minutes

