

When taking meeting minutes, be sure to include the following:

- Name of the Board or committee and kind of meeting (regular, special)
- Date, time, and place of the meeting
- Full names of presiding Chair, those present, absent, or absent with regrets
- Guests, if any
- Minutes of previous meeting approved as circulated, amended, or corrected
- Items discussed and reported on, including main points of discussion, and decisions
- All motions, who made them, who seconded them and whether they were carried, defeated, or tabled
- Time and place of next meeting, if set
- Time of adjournment