

HOW TO WRITE MINUTES*

Minutes serve as an official written record of what was discussed, what actions were undertaken, and what decisions were made in a meeting.

Minutes need to be taken for:

- Board or Committee of Management meetings;
- Annual General Meetings
- Board Committees; and
- Resolutions passed by members or directors without a meeting (called Circular resolutions and usually recorded in the next meeting's Minutes)

WHAT YOUR MINUTES SHOULD INCLUDE

It is best practice to include the following information in the minutes:

- The organisation's name.
- The date and time of the meeting. Including when the meeting started and ended.
- The full names of those present and those absent as well as whether they provided an apology or reason for their absence.
- If someone is on a leave of absence this should be noted.
- The position of those present or absent should also be noted (e.g. Committee Chair)
- The minutes of previous meetings that were approved or amended and then approved.

You'll also need to include sufficient detail about the matters discussed in the meeting including:

- Whether any resolutions were passed (that is, what decisions the committee made).
- Any next steps for those attending the meeting (e.g. obtain more information or spend funds as authorised).
- Detail on any outstanding matters carried over (i.e. unresolved) from the past meeting. The Minutes should note the status of those matters – such as whether they are now closed or are to be carried to the next meeting.
- If it is mentioned, and you know the date of the next expected meeting, you should also include that date

- Finally, you should include at the bottom, the name of the person who has written the minutes, and both the date the committee approved, and the Chair signed, the minutes.

Make sure to use whatever writing implement you feel most comfortable with. This could be a pen computer – or even a device that converts what is said directly to text.

Practice Tip: AI apps can convert audio to Minutes but this does not remove the need to proofread the Minutes to ensure they accurately reflect what was discussed and decided.

Small private Companies with only one director also need to take minutes of any declarations made by that director.