

Appendix 20 – Guidelines for Meeting Minutes

Meeting minutes provide a record of what took place so those unable to attend the meeting can understand what they missed. For those who attended, the minutes remind them of what was agreed to and what, if any, commitments they made to complete tasks.

The minutes also provide a brief history of the Council's work and can be helpful in summarizing the year for the annual report and in orienting new members to the business the Council has attended to over the last while.

Minutes are distributed to all Council (and external committee members), including those who were unable to attend the meeting, to be reviewed for accuracy, and as a reminder of work or action items that members agreed to complete.

Meeting minutes are often taken by a CLBC local administrative staff person, or sometimes by a person who works under contract to provide administrative support. Some Councils assign taking minutes to a Council member. Minutes are most helpful when they are distributed within a week of the meeting. The Council Chair and the Integrated Services Manager review the minutes before they are distributed to all members.

Many Councils distribute meeting minutes (and agendas) using email. Each Council is responsible for knowing if there are Council members who do not have access to email and for ensuring that those members get timely access to printed minutes. Some Council members may need support to read the minutes; the Council and its members share responsibility for ensuring such support is available in a timely way. Meeting minutes usually include the following:

- Who attended the meeting and who sent regrets / were not in attendance
- What was discussed
 - brief notes on each of the agenda items
 - key decisions discussed and decisions that were made
 - assignments of tasks / next steps
 - timelines for following through on any commitments that were made
- Plans for next or future meetings and events
- Brief summary of any presentations that were made and/or guests who attended

Minutes capture key discussion points when a decision is made. They don't record who said what. When information is provided with timelines that are important, these timelines are included in the discussion summary.

It is suggested that the minute taker highlights (either through bold font or underline for emphasis) what needs to be done, timelines that have been agreed to and the assignments of the tasks.

Council Minutes Template

_____ *name* _____ Community Council Minutes

Address where the meeting was held

Date and time of meeting

Present

- List who attended the meeting, noting who took the minutes and who chaired the meeting

CLBC staff present

- Some Councils list CLBC staff separately from members

Guests

- Note who attended as a guest (this may include people who came to present to the group, to see what the group is doing, to check it out as a possible new member, etc.)

Regrets

- Members who were unable to attend

Introductions

Acceptance of the agenda

- To acknowledge the agenda has been agreed to with any new items added

Acceptance of the minutes from the previous meeting

- To acknowledge that the minutes have been read, that any inaccuracies have been corrected and that items left out have been added
- Business arising from the minutes
 - ◆ Some groups invite discussion / updates at this time on items in the minutes
 - ◆ Other groups add these items to the general meeting agenda and take each item as a new agenda item

Agenda items

1. Topic 1

- Brief summary of what was discussed, decisions to be made, decision made, main points that support the decision
- Next steps as appropriate
- May refer to attached information sheets when the discussion focused on a presentation of new or updated information (often presenters or CLBC staff can provide an overview of the topic or issue they are presenting; this can be attached to the minutes)

Action:

Person Responsible:

Time Line:

2. Topic 2

- Brief summary of what was discussed, decisions to be made, decision made, main points that support the decision
- Next steps as appropriate
- May refer to attached information sheets . . . **as above**

Action:

Person Responsible:

Time Line:

- **Next meeting:** date, time, meeting place
- **How did we do?**

The minutes can be used to capture a summary of meeting strengths and suggestions for change