ADMINISTRATION

COMMUNITY ADMINISTRATION

Secretarial Services- Minutes

Minute records of any board, organization or committee should meet the following criteria before being presented to the chairman or secretary of the board, organization or committee. The minute record is basically intended to be a record of actions taken, together with notations setting forth the subject matter of the discussions. The minutes should include the following details:

1. Name of organization, date, time, and place of meeting.

2. The call to order.

3. Attendance, including guests.

4. Action on the previous minutes.

5. Action items showing person making the motion, person seconding the motion, and the motion itself, and the result of the action.

6. The minute record should contain a statement of presentations made and the name of the presenter.

7. Topics discussed should be mentioned without the detailed discussion. If the organization desires, a synopsis of the discussion can be included.

8. Time of adjournment of meeting.

9. Signature of elected chairman or secretary, and the date the minutes were written.

10. Initials of elected secretary or chairman, and or recording secretary or transcriber, should be shown on the minute record.

Sample minute records can be obtained by contacting the Assistant to the President of the Golden Rain Foundation or the Assistant to the Executive Director.

Regulation
Approved: 02 Aug 72
Revised: 25 Feb 88
Revised: 02 Mar 10

Executive Director
Golden Rain Foundation

(Mar 10)