

Meeting Minutes Checklist

When developing meeting minutes, consider including the following:

- Name of the organization
- Date, time and place of meeting
- Purpose for the meeting (ex: annual general meeting, board meeting, special meeting)
- Name of presiding officer/chair person and secretary
- Names of attendees and regrets from those not in attendance
- Note if people depart or re-enter during the meeting
- List staff and/or guests in attendance (ex: executive director, legal council, guest speaker)
- State if quorum was established
- Note if minutes of previous meeting (by date) were approved or corrected
- Motions – record the full motion as stated, whether motion was carried or defeated; also record objections and abstentions by a specific board member (requirement to provide names of mover / second motion is determined by the bylaws or rules of order)
- Record specific motions and agreed to actions (reference who is responsible for each action and a date of completion)
- A real or perceived conflict of interest disclosure should be recorded in the minutes (ex: an individual discloses the conflict of interest, removes themselves, remains absent from discussion, does not attempt to influence decision making and returns only after the vote has been taken)
- Election of officers or directors, if applicable
- Name all the reports presented at the meeting
- Motion to adjourn and time of adjournment (does not require a second motion)
- Date, time and location of next meeting if confirmed
- In the footer: indicate who the minutes were distributed to (ex: staff, board members, legal advisor) and the date distributed

Minutes may include comments such as:

- After a lengthy discussion...
- Following deliberation...
- Alternatives considered by the board included...
- X matter was deliberated and no action taken
- The board discussed X matter at length
- Report presented on X activity (with no detail outlined in minutes)
- Directors had adequate time to review supporting documents prior to decision making