

MERCERTRIGIANI

Meeting Minutes Checklist

- Association Name**

- Meeting**
 - Board
 - Committee
 - Association
 - Regular
 - Special

- Date, Time, Location**
 - If Virtual – note

- Attendance – Quorum**
 - Board [Committee] Members
 - Management representative
 - Guests
 - Association members (Names, Lot or Unit Numbers)
 - Number or Percentage Present

- Open Forum**
 - Report response to comments from a previous meeting.
 - Speaker list and topics raised (taken from the registration list)

- Consent Agenda**
 - Minutes Read and Approved
 - Management Report
 - Committee Reports
 - Officer Reports
 - President
 - Treasurer (Financial Report)

- Open Session**
 - Board Member Time
 - Management Report
 - Motion
 - Maker
 - Seconder
 - Vote
 - Unanimous, Pass, Fail
 - Conditions – e.g. contract terms, legal review
 - Expenditure – designate budget line item or if operations or reserves
 - Dissent
 - Background – Minimal

Executive Session

- Proper motion
- Limited Purpose (see Section 55.1-1816.C and Section 55.1-1949.C)
- Identify matters to be considered – from agenda
- NO** minutes of Executive Session
- Return to open session to take action

Related Documents – Attachments

- Resolutions
- Committee Reports
- Contracts

Adjourn

- Time

Minute Taking Tips

- Follow the Agenda.
- Develop an agreed upon format – stick to it.
- Develop a meeting minute format.
- Listen carefully.
- Stop discussion if motion is not clear.
- Repeat motion for clarity before vote is taken.
- Transcribe meeting minutes as soon as practicable after meeting. If recorded, destroy recording once transcribed. Minutes are not verbatim.
- Minutes must be objective.
- Minutes must be approved promptly after meeting.

Minutes should:

- Be brief – NOT a transcription.
- Be clear.
- Be consistent.
- Report action taken.
- Keep background to a minimum – sufficient to provide basis for decision.

Virtual Meetings – Minutes Should Reflect:

- That meeting was held by electronic communication means.
- Type of electronic communication means used.