

RECORD KEEPING

GUIDELINES FOR TAKING COMMITTEE MINUTES

To effectively track a committee's decisions and discussions, minutes are taken at every meeting and reflect the consensus of the committee's discussions rather than statements from individual members, which may not be understood out of context. Minutes should be written as though a new committee member will be reading them to become acquainted with past discussions. Also keep in mind that someone may be reading archival copies for reference.

Minutes must be submitted to the office and council liaison after each meeting

Sample format. Include all of the headings listed.

COMMITTEE HEADING: EXECUTIVE SOUNDING BOARD TEAM MEETING MINUTES

DATE: February 15, 2005

COMMITTEE MEMBERS PRESENT: In attendance: Wendy Carlton, Eugene Lewins, Peggie Schwarz

COMMITTEE MEMBERS ABSENT: Gary Beck

START TIME: The meeting was called to order at 12:30 p.m.

TOPICS DISCUSSED/AGREED/ACTION:

OLD PATCHES/DECALS/LOGO

In that the logo to be regularly used has been chosen, Peggie asked the ESBT if we should continue to sell items with the old logos. Those items include decals, patches, pins, etc.

AGREED: We will continue to sell/distribute these items until the supply is exhausted, or for the next decade, whichever comes first!

ADDITIONAL GRAPHICS HELP FOR COMMUNITY RELATIONS COMMITTEE

CRC has asked for additional volunteer help for graphic design.

AGREED: Initiate a "Volunteer Opportunities" section in the Bulletin and email newsletter.

ACTION: Peggie will inform Bulletin and John G about new initiatives and CRC to learn if they have had any response to their ads and determine what assistance might be needed from council or staff.

ADJOURNED: Meeting adjourned 1:30 p.m.

NEXT MEETING: Next meeting is March 2, 2005, 12:30 p.m.