* Meeting Minute Check List*

Meeting Name:

Meeting date:

Minutes should contain the name of the committee; date, time, and location of the meeting; committee members, staff, and guests present (and distinguishable) and committee members absent.

Meeting minutes are a true reflection of the business that has been conducted by the board/committee during the meeting. Information transcribed should be an exact account of what was said/conducted only during the meeting. Minutes should be written in past tense form.

The time that the meeting was called to order and the individual responsible for calling the meeting to order are clearly identified at the beginning of the minutes.

An accurate account of all motions made and the results of the voting on the motion. The minutes must indicate whether or not any member abstained from voting.

The closing of the meeting, including future meeting date and time of adjournment.

Any additional documents submitted to the committee/board prior to or during the meeting, should be included as attachments to the meeting minutes. Specifically, any document directly mentioned in the minutes must ALWAYS be provided.

Associate Director has reviewed minutes for grammatical accuracy. Free of grammatical and typographical errors.  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Reviewer’s Initials Date Reviewer’s Initials Date

Reviewed by Executive Director

Then,

Committee Chairperson/designated representative(s)

Then,

If the Committee Chairperson approved minutes, **email** a scanned copy to the Website Administrator for posting. Please place original documents in Website Administrator’s box to be initialed and passed to Executive Assistant for filing.

Posted to Website: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Filed: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Initials Date Initials Date

If the Committee Chairperson made changes to the minutes, please submit to the Executive Director for Final Approval for posting.

Executive Director’s Final Approval for posting: \_\_\_\_\_\_\_\_ (*Executive Director should return to staff member).*

Staff member should **email** scanned documents to the Website Administrators for posting. Please place original documents in the Website Administrator’s box to be initialed and passed to the Executive Assistant for filing.

Posted to Website: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Filed: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

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Initials Date Initials Date