**TIPS/BEST PRACTICES FOR MEETING MINUTES (NOTE TAKING & TRANSCRIPTION**

1. **RECORDING OF MEETING** – It is helpful to use a recorder that has the capability of copying the recording onto ITunes for ease of transcription. Attendees should be advised that meetings will be recorded before meeting begins.
2. **SIGN-IN SHEET** (optional) – List names and titles of all committee members. This is especially helpful when guests participate.
3. **LIST OF NAMES** (should be exhibited at top on first page of Minutes) - of Committee Members as well as Guests listed (Guests names should include company name and titles).
4. **AGENDA ITEMS** – Standard items and discretionary topics (as recommended by Chair).
5. **STRUCTURE/OUTLINE OF MINUTES** – Should follow same order and outline of Agenda.
6. **PURPOSE/GOALS** – of Minutes. Do you have full understanding of Committee Mandate and purpose of Minutes taken?
7. **DISCUSSIONS** in meetings – Are you listening and comprehending? Do you ask questions if clarification of information is needed?
8. **MOTIONS** – Not all meetings require formal motions and votes. Confirm expectations from your Chair. If motions are used in meetings, list and record as listed below:

* **MSU** – Motion Moved, Seconded, Carried (unanimously)
* **MSC** – Motion Moved, Seconded, Carried (with abstentions)
* **MSF** – Motion Moved, Failed (to pass)

**NOTE**: For a Brown Act committee like the Academic Senate, those not voting in the majority should be named in the minutes as abstaining or submitting a NO vote.

1. **ACTION ITEM OR TASK?** – An Action Item is an item that includes follow-up and resolution. A task is something to be carried out by a specific person. Action Items should include name of responsible party (**bolded**) and due date or status (i.e. **ONGOING, PENDING, or COMPLETED**). Status should be displayed in **ALL CAPS**, red and **bolded.** Tasks should be highlighted in Yellow. If unsure of whether an item is an ACTION or TASK, confer with Chair of committee.
2. **PROOFING** – Once a draft of Minutes is completed, it is important to review and proof for accuracy of grammar, spelling and sentence structure. Use of the **THESAURAUS** is helpful to avoid redundancy of words within sentences and paragraphs. **ALWAYS RUN SPELLCHECK AFTER COMPLETION**.
3. **DETAIL OF MINUTES** (Optional) – The amount of detail included in Meeting Minutes is at the discretion of the committee Chair. For example, does he/she wish to include names of members, titles, or just statements made?
4. **SYNOPSIS/KEY ITEMS DISCUSSED** – Important or key items discussed in the meeting should be listed at the end of the Minutes.
5. **HANDOUTS/COPIES** – It is helpful to keep any handouts or copies of documents distributed at the meeting for reference purposes when creating minutes. This can assist in capturing any important key factors that may have been discussed.
6. **BUILDING NEXT MEETING AGENDA** – Once minutes have been completed, a new Agenda should be created for the next meeting to include any new Agenda items to be added including all ACTION items.
7. **BINDER/ORGANIZATION** – It is helpful to provide binders that include divider tabs for:   
     
    1. Committee Mandate,   
    2. Composition of Committee (names of members),   
    3. List of meeting dates (indicate approval dates),  
    4. Individual tabs for each meeting date  
    5. Paperwork and/or handouts from each meeting held.
8. **POSTING ON WEB SITE** – Minutes and Agendas should be posted to the District Web site (confer with Chris Johnston for procedure).
9. 10-Minute Question & Answer Session