

How to Take Notes at a Meeting

Most secretaries try to take too many notes at a meeting. The important thing to remember is to write what was done, not what was said. Of course, all motions must include the exact words regardless of whether they pass or not.

Here is an example of notes taken at a meeting. This is done on a generic form. (Form shown in bold). Notes are made easily if they "mirror" the agenda. Later, the secretary will write these into minutes, which will eliminate the abbreviations.

An Example of Meeting Notes

Meeting Details: *Sept 12, AHS, Conference Room B, 2:30 PM*
Attendance: *Presiding Officer: Geoff*
Present: *35 members*
Absent: *Reps from drill, 302 & 310*
Guests: *Mrs. Clark, Mr. Hill*
Minutes: *Secretary: Michelle; 6/16/96, MSP*
Officer Reports: *Treasurer: Class of 96: \$2,908.57, Class of 97: \$1,107.45,
Class of 98: \$988.52, Class of 99: transfer from Morton JHS*
Approvals for payment include: *\$65.00 for refreshments for
BBQ, \$425.00 to Human-i-tees for T's.*
Vice Pres: *Homecoming Committee Sign Up on Tues.,
Oct 5, Gym, pies, chairs
Pub Rei: Need 4 to attend Chamber of
Commerce
Submit in writing to Tammy*
Standing Committee Reports:
*Campus: Oct 31, River Clean Up, bus loads at 8 am
AHS parking lot*
Service: *Coats for Kids Prog-Homeroom comp Dec 1*
Old Business: *Leadership/Raul: Freshman BBQ: Evaluation comments*
1 Speaker good
2 Need all clubs
3 More picnic tables
New Business: *MSP, (Heather Roberts) Staff Appreciation week as a Jr
class service project - April*
Adjournment: *3:05 PM*