

TO: Committee Chairpersons and their respective Committee Secretaries
FROM: FHF Board of Directors
DATE: September, 2007
RE: Suggested Guidelines for Writing Committee Meeting Minutes

The following is a suggested guideline for writing committee meeting minutes here at Fox Hill Farm. Your function is to capture the essence of the meeting. Minutes do not need to be overly long nor contain extraneous information. They should record motions and action items (including who is to take the action) thereby creating a record of the committee's business.

First Paragraph:

- The name of the group holding the meeting
- The date, hour, and place (if not the usual place) of the meeting
- Who is presiding and who is recording as well as others attending the meeting
- Note whether there is a quorum present
- Action taken on the minutes of the previous meeting

Subsequent Paragraphs:

- Reports of Officers including the Treasurer's report
- Reports by Standing Committees
- Reports by Special Committees
- Motions -- Use final wording of all main motions and note the action taken on the motion including the final vote. Note name of person making the motion, all rulings by the chair, and briefly summarize pertinent discussion that preceded the final vote.
- Announcements

The Last Paragraph

- The hour of adjournment
- The next scheduled meeting can be noted for reference

The Minutes are closed with the signature and title of the Secretary.

Reminders:

- Names of those elected or appointed to sub-committees should be listed.
- Anything that needs to be exact (Treasurer's report, wording of motions) should be submitted to the secretary in writing.
- The name and subject of a guest speaker can be included but you do not need to include a summary of the remarks.
- Unless an attendee requests his/her remarks be included, anything that was not in a report or acted upon during the meeting should not be included in the minutes.