

# MERCERTRIGIANI

## Meeting Minutes Checklist

- Association Name**
  
- Meeting**
  - Board
  - Committee
  - Association
  - Regular
  - Special
  
- Date, Time, Location**
  - If Virtual – note
  
- Attendance – Quorum**
  - Board [Committee] Members
  - Management representative
  - Guests
  - Association members (Names, Lot or Unit Numbers)
  - Number or Percentage Present
  
- Open Forum**
  - Report response to comments from a previous meeting.
  - Speaker list and topics raised (taken from the registration list)
  
- Consent Agenda**
  - Minutes Read and Approved
  - Management Report
  - Committee Reports
  - Officer Reports
    - President
    - Treasurer (Financial Report)
  
- Open Session**
  - Board Member Time
  - Management Report
  - Motion
    - Maker
    - Seconder
  - Vote
    - Unanimous, Pass, Fail
    - Conditions – e.g. contract terms, legal review
    - Expenditure – designate budget line item or if operations or reserves
    - Dissent
    - Background – Minimal

**Executive Session**

- Proper motion
- Limited Purpose (see Section 55.1-1816.C and Section 55.1-1949.C)
- Identify matters to be considered – from agenda
- NO** minutes of Executive Session
- Return to open session to take action

**Related Documents – Attachments**

- Resolutions
- Committee Reports
- Contracts

**Adjourn**

- Time

**Minute Taking Tips**

- Follow the Agenda.
- Develop an agreed upon format – stick to it.
- Develop a meeting minute format.
- Listen carefully.
- Stop discussion if motion is not clear.
- Repeat motion for clarity before vote is taken.
- Transcribe meeting minutes as soon as practicable after meeting. If recorded, destroy recording once transcribed. Minutes are not verbatim.
- Minutes must be objective.
- Minutes must be approved promptly after meeting.

**Minutes should:**

- Be brief – NOT a transcription.
- Be clear.
- Be consistent.
- Report action taken.
- Keep background to a minimum – sufficient to provide basis for decision.

**Virtual Meetings – Minutes Should Reflect:**

- That meeting was held by electronic communication means.
- Type of electronic communication means used.