

## HOAMCO – *Best Practices*



### Association Minutes

The minutes of a meeting document the decisions made during a meeting. This provides a permanent public record of position and actions taken by a board. The secretary of the board is responsible for maintaining all official records, including the minute book of all board meetings. Below are best practices to keep in mind when educating your respective board secretaries in minute-taking:

- Minutes should reflect what was done at a meeting, not what was said.
- If there is not a unanimous approval of an item, make sure the dissenting vote is reflected with name(s) of board member(s) who dissented.
- List the name(s) of any speaker(s), but not a summary of the person's remarks.
- Managers should NOT take the minutes at a meeting. Realizing that this is occurring with some associations, work toward changing this role.
- The secretary should sign the approved minutes.
- Minutes should be filed in the master files.
- The format should contain:
  - Type of meeting
  - Name of group
  - Date and time of meeting
  - Presence of officers
  - Action taken on the minutes of the previous meeting and corrections, if any
  - Exact wording of a motion as it is adopted, including name of the person making the motion
  - Hour of adjournment
- If action is taken between meetings, include this action in the next meeting's minutes. Be sure to follow the procedures outlined in the legal documents.