

BCSLA MINUTE-TAKING GUIDE –REVISED – MAY 30, 2022_TC

Excerpt from Mina's Guide to Minute Taking by Eli Mina

Why Take Minutes?

- Minutes constitute the history of the Board or committees' decision-making processes.
- Minutes are a follow-up tool and can help generate the next meeting agenda.

General Guidelines For Minutes:

- Use the Agenda to create the Minutes outline
- Names of Movers are not required
- Seconders are not required as per BCSLA Bylaw 3.51
- Focus on decisions and key discussion points
- Focus on the collective group, not what individuals said
- Avoid naming individuals unless associated with action items
- Spell out acronyms the first time they are used
- Record motions clearly and concisely so that they can be pulled out as stand- alone excerpts
- Record names assigned to follow-up actions in the far-right column next to items
- Draft Minutes should be circulated to the Chair for review and comment within seven days of the meeting.
- Additional changes must be made at the next meeting

Minutes Template and Example

- Please see the temporary BCSLA Minutes Template (attached)

The BCSLA offices are located on unceded Coast Salish territories of the x̱m̱əθḵw̱əy̱əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔṯ (Tsleil-Waututh) First Nations. We recognize and respect the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our organization, our lives and our country.

BCSLA Meeting Minutes DRAFT

CLIMATE CHANGE SUB-COMMITTEE

Tuesday, March 8, 2022 from 5:30 pm – 7:00 pm
Online via Zoom

Attendance: John Doe, Chair, Jane Doe and Bill Smith. Jack Hall was Recording Secretary.

Staff: Allan Jones

Regrets: Mary Brown and George Wong

Item	Description	Action By
1	<p>CALL TO ORDER, John Doe, Chair: A quorum was declared, and the meeting was called to order at 5:36 pm.</p> <p>LAND ACKNOWLEDGEMENT</p>	
2	<p>APPROVAL OF AGENDA</p> <p>Motion No. 2: It was moved to approve the Agenda as circulated. CARRIED</p>	
3	<p>ADOPTION OF THE MINUTES: Friday, February 13, 2022</p> <p>Motion No. 3: It was moved to adopt the Minutes as amended. CARRIED</p>	
4	<p>PLACEHOLDER MEETING NOTES</p> <p>A. Sample placeholder notes, text description here</p> <p>B. Sample placeholder notes, text description here</p>	Bill
5	<p>PLACEHOLDER MEETING NOTES</p> <p>A. Sample placeholder notes, text description here</p> <p>B. Sample placeholder notes, text description here</p> <p>Motion No. 4: A placeholder motion was made here CARRIED</p>	Jane
6	<p>PLACEHOLDER MEETING NOTES</p> <p>A. Sample placeholder notes, text description here</p> <p>B. Sample placeholder notes, text description here</p>	

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- 7 PLACEHOLDER MEETING NOTES**
A. Sample placeholder notes, text description here
B. Sample placeholder notes, text description here

- 8 PLACEHOLDER MEETING NOTES** Jane
A. Sample placeholder notes, text description here
B. Sample placeholder notes, text description here
C. Sample placeholder notes, text description here

Motion No. 5: A placeholder motion was made here **CARRIED**

- 9 PLACEHOLDER MEETING NOTES** John
A. Sample placeholder notes, text description here
B. Sample placeholder notes, text description here
C. Sample placeholder notes, text description here

- 10 NEXT MEETING**
Monday, August 1, 2022 at 5:30 pm, via Zoom

- 11 ADJOURNMENT**
Motion No. 6: It was moved to adjourn the meeting.
The meeting was adjourned at 6:50 pm **CARRIED**

DRAFT