**Meeting Minutes Instructions and Guidelines**

Minutes are the official record of an organization. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the organization. The minutes template has been created to use for your ENA state council or chapter board meetings.

**Template Instructions**

Step 1: Download and open the ***Meeting Minutes Template*** from the ENA Brand Center

Step 2: Replace the ENA logo with your state or chapter ENA logo

Step 3: Indicate the meeting information in the header

Step 4: Replace Include attendee names and positions where indicated (as applicable)

**Guidelines**

The following lists some guidelines to keep in mind when creating your drafting your Meeting Minutes:

**Do’s:**

* *Do k*eep minutes at any meeting where people vote. At committee meetings where there is no voting, you may choose to keep minutes for your records but minutes are not required for legal purposes.
* *Do* list the meeting location (including if by teleconference), along with the time (including time zone) and date the meeting started
* *Do* list the number of attendees (approximate if the group is large) and whether a quorum was present
* *Do* format your notes to follow the meeting’s agenda. Please adjust template bullet points for your particular needs based off of the agenda.
* *Do* record all motions and the outcome of votes
* *Do* be concise. Minutes should not be too descriptive. Just record specific motions and votes, and key business.

**Don’ts:**

* *Don’t* list the names of people who make or second motions
* *Don’t* detail the debate over an issue. In your formal notes, you just need the facts. Minutes should record what is *done* at meetings, not what is *said*
* *Don’t* list the vote count. The outcome is enough.
* *Don’t* hesitate to ask for clarification during the meeting to get a point straight in your notes
* *Don’t* wait to draft the minutes. Do it the same day or the next day, while you still remember what occurred.
* Minutes should be provided to the Chair and/or Executive Board for review within a week of conference calls and within two weeks of a face to face meeting