



## **STM Committee Training Note**

Week commencing 9 January 2011

### ***Making Meeting Minutes Matter***

#### ***The Executive Committee's Guide to Better Owners Corporation Meetings***

**(Part 7 of 11 in this series)**

#### Meeting Minutes

An owners corporation's only official record of its decisions of actions. Therefore, it is imperative that these records are properly taken. These points will help.

- Meeting minutes reflect what the organization decides, not what its members say.
- A request by somebody to note in the minutes their particular objection to a matter ought to be refused as this tends to "highjack" the minute.
- Minutes should show each motion as voted upon and how it was dealt with i.e. passed, defeated, tabled, returned to committee or ruled out of order.
- Minutes should include points of order, appeals – whether sustained or not – and the chair's reason for the ruling.
- Boards should destroy meeting tapes and notes when the minutes are adopted.
- A motion passed is properly described as a "resolution".
- All resolutions should begin with the word "resolved".

#### **Next week**

Minutes and Resolutions: The Legal Perspective