



# What effective Board minutes should include

Date of the meeting

Time the meeting was called to order

Names of the meeting participants and absentees

Corrections and amendments to previous meeting minutes

Additions to the current agenda

Whether a quorum is present

Motions taken or rejected

# What effective Board minutes should include (2)

Voting-that there was a motion and second, and the outcome of the vote

Actions taken or agreed to be taken

Next steps

Items to be held over

New business

Open discussion or public participation

Next meeting date and time

Time of adjournment