

Tips for Writing Minutes

Why Meeting Minutes Matter

Meeting minutes are important:

- They capture the essential information of a meeting – decisions and assigned actions.
- They help to keep people on track by reminding them of what happened at the meeting.
- With minutes to refer to, everyone is clear.
- Meeting minutes are not an exact recording of everything that happened during the meeting.
- Minutes are meant to record basic information such as motions or action items and who may be responsible for the actions and decisions made.

Why We Need Meeting Minutes

BCFMWU Constitution, Article 16-Locals, Section 13, Duties of Local Recording Secretary–Treasurers says:

- a) Local Recording Secretary-Treasurers shall keep a correct, full and impartial account of proceedings of each meeting of the membership meeting (in a bound minute book).
- b) Local Recording Secretary-Treasurers shall forward, immediately upon completion of the meeting, a copy of all minutes recorded to the Union Office.
- c) Local Recording Secretary-Treasurers shall assist the Local President in preparing correspondence, bulletins, etc. and shall receive copies of correspondence for the Local.
- d) Local Recording Secretary-Treasurers shall keep an accurate record of all revenue and expenses for the Local and shall forward an annual report to the Secretary-Treasurer, Provincial Executive Officer.

Included in your package is a template that can be used at any meeting. There are hard copies and a fillable form version on the USB stick.

Do not try to record verbatim notes – it is not necessary. Minutes are meant to give an outline of what happened.

Record action items and decisions in your template (hard copy in package and fillable form on USB) as they happen – do not wait until after the meeting to pull them out of your notes. If you need to clarify the motion or action, ask the Chair.

Tips for Writing Minutes

After the meeting, send the minutes to mailroom@bcfmwu.com along with the attendee form provided.

In order for the Local to get their annual funding, minutes of the meetings must be submitted to the Union Office.

Reminder: as per the BCFMWU Constitution each Local shall have four (4) meetings per year.