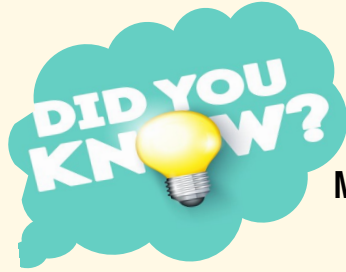


BEING A SUCCESSFUL TRTA SECRETARY



TIPS FOR TAKING MINUTES

Minutes contain a record of what was done — not what was said!
Minutes should be permanently preserved.



BEFORE THE MEETING :

- Have reference materials such as agendas, minutes, TRTA Bylaws and Policies, TRTA Tax Option Form, and Mandatory Bonding Form available.
- Decide whether to use a digital recorder during the meeting. Recordings should never be used in place of the minutes.
- In a board of directors meeting or a meeting of the association, minutes serve as a legal record of what was transacted.

DURING THE MEETING :

- Write down motions, who made them, who seconded (not required if motion comes from committee), and results of the vote.
- Make notes of any motions or business to be voted on at future meetings.
- DO record the names of all officers and committees from whom reports are received in the meeting.
- Note the ending time of the meeting.

AFTER THE MEETING :

- Write the minutes as promptly as possible after a meeting and send a copy to the president for proofing.
- DO sign the minutes and annotate the date of approval.
- The words “**respectfully submitted,**” represent an older practice that is **no longer required**.
- The minutes of each meeting are normally read and approved at the beginning of the next regular meeting, immediately after the call to order and any opening ceremonies.
- Minutes of the preceding meeting can be sent to all members in advance, with “Draft” written on the face of the minutes and without the signature of the secretary. In such a case, it is presumed that the members have reviewed the minutes and they are not read unless this is requested.
- The president asks for any corrections, and if corrections are required, asks you, the secretary, to make and/or record the corrections. The president will then declare the minutes approved “as read” or “as corrected.”

For additional information, the following items are available:

- [Sample of Minutes](#)
- [Minutes Don't Just Happen](#)
- [Contents of the Minutes](#)
- [Secretary Tips](#)
- [Do's and Don'ts on Writing Minutes](#)
- [Basic Information on Minutes](#)
- [Parliamentary Pointers](#)
- [Archiving Minutes](#)