

## **Council Meeting Minutes**

Updated April 2018

***This is offered by way of advice and is not considered binding as policy.***

Items normally included in council meeting minutes:

- Date, time meeting convened, place of the meeting
- List of who was present and who was absent
- Special guests (i.e. visitor, Provincial Delegate, spiritual assistant)
- Topics that were discussed
  - Business at hand
  - Current concerns
  - Reports on previous action items, if any
- Record of any votes taken
- Decisions made
- Action items and timeline (who what when)
- Time meeting ended

It is important to remember that Council meetings often deal with sensitive matters and so the minutes need to be as neutral as possible. Minutes should be brief and to the point – never a transcription of the discussions. Remember that these minutes will be read by future councils.

The president, on behalf of the Council, gives a report to the community of any decisions made affecting the community as a whole. This may be done by sending out a written report, by making announcements during the business part of the community meeting, or both.

*Side note: Council meeting discussions are strictly confidential. Breaches in confidentiality may be grounds for being removed from the Council.*