

How To Write the Minutes of The Meeting

Minutes are a record of the meeting, and may be corrected at any time without reconsidering the vote that approved them.

The minutes should show:

(Regular meeting
or
Special meeting)

Date of meeting

Place of meeting

Presiding officer

Correction and approval of minutes

Summary of treasurer's report

Other officer reports

Unfinished business listed

New business listed

The name of each person who makes each motion, (but the name of the person who seconds the motion is not recorded except in very strict meetings).

(Motions withdrawn are not recorded.)

Time of adjournment

The purpose of the minutes is to report what was done, not everything that was said.

When "division" has been called for, the number voting on each side must be recorded. (Include abstentions)

The recorder of the minutes . . . respectfully submitted . . .

Signed,

Source: Middle Level Student
Councils - A Guide for Students
and Advisors, NASSP, 1995

7.5 SECRETARY'S WORKSHEET

Meeting of _____

Date _____ Time _____ Place _____

Presiding Officer _____

Members Present _____

Absent _____

Minutes of Previous Meeting _____

(State if accepted, corrected, etc.)

Officer's Reports _____

Treasurer's Report _____

Committee Reports (and actions taken as a result of these reports)

1. Report of committee on _____

Presented by _____ written report _____ (attached) verbal _____

Recommendations or motion _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

2. Report of committee on _____

Presented by _____ written report _____ (attached) verbal _____

Recommendations or motion _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

Business (Carried Over) (Unfinished Business)

Item _____ Presented by _____

Action _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

New Business (for each item record action taken, if referred to committee. List it if action is taken; record it. If it is deferred, list it for next time.)

1. Item _____ Presented by _____

How handled? _____

2. Item _____ Presented by _____

How handled? _____

Announcements or Other Reports (those requiring no action—attach copies to minutes)

1. reported by _____

2. reported by _____

3. reported by _____

New Committees Appointed (include task assigned)

1. _____

Members _____

Task assigned _____ Date report due _____

2. _____

Members _____

Task assigned _____ Date report due _____

Summary of Program _____

Guest Present _____

Adjournment _____

(Time of adjournment and how)

Signature of Secretary: _____

Note: Collect a copy of all reports given and attach them to the minutes. Check with absentees.

Type up a summary for members, adviser, and administration.

Sample of Basic Minutes

Date: 11-2-03

Time: 2:40 p.m.

Place: Little Theater

Type meeting: General All Council Meeting

Attendance #: 88

Presiding Officer: Jeff Marshall, President

Review of Agenda:

Agenda As presented

Motion by:

Seconded by:

Agenda with following additions:

Add to Unfinished Business, report from Homecoming Dance committee, Megan Clark

Motion by: Megan Clark

Seconded by: Max Sims

Approval of Previous Minutes:

Minutes as presented

Motion by: Mary Todd

Seconded by: Cynthia Crews

Minutes with following changes

Motion by:

Seconded by:

Officer Reports Summary (reports attached)

President: Jeff Marshall spoke at the School District meeting on upcoming events and activities of the student council and other school clubs.

Vice President: Mary Todd spoke at a PTA meeting asking for service project support.

Treasurer: Leslie Phillips gave the monthly financial report

Secretary: Marsha Brown gave an update on new computer software for the student council computer.

Committee Reports Summary (reports attached)

Holiday Dance: Sid Mathers reported that the committee is on schedule and meeting all deadlines for completion of plans. Dance ticket sales are going extremely well, the DJ is contracted, decoration supplies and food are ordered.

Adopt-a-Family Ashley Smith reported that the two churches they are working with have identified 8 families in need. They have put together a list for each family the food items, gifts, and chores that the committee can provide. Many of the items and gifts have already been collected. A list of needed items, gifts, or chores was given out and will be on the council web site for donations.

Appreciation Maggie Berwin reported that the monthly teacher appreciation for October was complimentary donuts and muffins in the teacher lounge last Monday morning.

Unfinished Business

Thanksgiving can drive evaluation—Justin Taylor handed out the results of the evaluations of the thanksgiving can drive from students, faculty and those that received the donations. There were some excellent recommendations that will be considered when planning for next year.

Source: Nat'l Assoc. of Student
Councils -Officer Guides
NASSP, 2006

New Business

Calendar of events change: Mary Todd recommended that the January council meeting date be changed because of a conflict with two other school events. Current date is January 15, change needs to be January 18.

Announcements

Upcoming events, projects, and calendar—Mary Todd read the November calendar of events and projects.

Adjournment Time: 3:55 p.m.

Next meeting set for: November 16, 2003

Secretary's Worksheet

Meeting of _____

Date _____ Time _____ Place _____

Presiding Officer _____

Members Present _____ Absent _____

Minutes of Previous Meeting _____

(State if accepted, corrected, etc.)

Officer's Reports _____

Treasurer's Report _____

Committee Reports (and actions taken as a result of these reports on deferred or assigned business)

1. Report of committee on _____

Presented by _____ written report (attached) _____ verbal _____

Recommendations or motion _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

2. Report of committee on _____

Presented by _____ written report (attached) _____ verbal _____

Recommendations or motion _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

Business (Carried Over) (Unfinished Business)

Item _____ Presented by _____

Action _____

Maker of motion _____ seconded by _____ Vote: for _____ against _____

New Business (for each item record action taken, if referred to committee. List it if action is taken; record it. If it is deferred, list it for next time.)

1. Item _____ Presented by _____

How handled? _____

2. Item _____ Presented by _____

How handled? _____

Announcements or Other Reports (those requiring no action—attach copies of these to minutes)

1. _____
reported by _____2. _____
reported by _____3. _____
reported by _____

New Committees Appointed (include task assigned)

1. _____

Members _____

Task assigned _____

Date report due _____

2. _____

Members _____

Task assigned _____

Date report due _____

Summary of Program _____

Guest Present _____

Adjournment _____

(Time of adjournment and how)

Signature of Secretary _____

Note: Collect a copy of all reports given and attach them to the minutes. Check with absentees. Type up a summary for members, adviser, and administration.

Motions Form

A form should be developed that is completed by the person making a motion at a meeting. This form assists the secretary in keeping accurate minutes and helps clarify exact motion wording to members. Prior to voting on the motion, the form is turned in to the secretary.

Motions Form	
Name of person making motion:	_____
Motion seconded by:	_____
Exact wording of motion:	_____ _____ _____
Disposition of motion:	<input type="checkbox"/> passed <input type="checkbox"/> failed <input type="checkbox"/> tabled

Motions Form	
Name of person making motion:	_____
Motion seconded by:	_____
Exact wording of motion:	_____ _____ _____
Disposition of motion:	<input type="checkbox"/> passed <input type="checkbox"/> failed <input type="checkbox"/> tabled

Meeting Date: _____ Meeting Place: _____

[illegible][illegible]

Sample Form for Treasurer To Report Financial Information

[illegible]

Treasurer's Sample Ledger Sheet

[illegible]

Authorization for Expenditure

Organization Name _____

Date _____

Person(s) Making Request _____

Purpose of Expenditure _____

Item(s) To Be Purchased	Quantity	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorization

President _____ date _____

Treasurer _____ date _____

To be charged to _____ account

Adviser _____ date _____

Please attach sales slip(s) to this form and return to the treasurer.

Sample Receipt

_____ Date _____, _____

Received From _____

Amount _____

For _____

Account _____

Signed _____

SAMPLE BUDGET FORMAT				School year 2003-04			
Committee	Activity	Items	Cost / Income specifics	Projected Expense	Projected Income	Actual Expense	Actual Income
Executive	Meetings	Refreshments	\$20 per mtg. X 20 meetings	\$400.00	\$0.00		
	Retreat	Summer full day mtg.	Supplies & meals \$20 x 12	\$250.00			
	Retreat	In-kind donation of above			\$250.00		
	Office supplies	Paper, pens, etc.	Approx. \$30 per officer x 12	\$360.00			
	Office supplies	In-kind donation of above			\$360.00		
Executive	Total			\$1,010.00	\$610.00		
Assembly/Rally	school assemblies	Approx. 9 per year	Outside speaker/entertainer x9	\$900.00			
			Sponsor/in kind donation		\$500.00		
	Advertise supplies	Poster paper, markers	Paper roll & marker bucket	\$100.00			
		In-kind donation of above			\$100.00		
Assembly/Rally	Total			\$1,000.00	\$600.00		
Elections	Officers & Reps.	Exec. Officer Advertising of openings	Web & Printed materials with Titles and job responsibilities	\$200.00			
		Class Reps. Advertising of openings	Web & Printed materials with Titles and job responsibilities	\$200.00			
		Scantron forms	\$100 per 500 x 4	\$400.00			
Elections	Total			\$800.00			
SAMPLE BUDGET FORMAT				School year 2003-04		Page 2 of	
Committee	Activity	Items	Cost / Income specifics	Projected Expense	Projected Income	Actual Expense	Actual Income
Dance	All-school dances	Approx. 5 per year	Band/DJ \$400 x 5	\$2,000.00			
			Security \$100 x 5	\$500.00			
			Refreshments \$200 x 5	\$1,000.00			
			Donation of some refreshments		\$500.00		
			Decorations/cups/napkins, etc	\$700.00			
			Donation of some decorations		\$300.00		
		Ticket Sales	Approx. 200 attend x 5				
	Homecoming	1 per year	Band/DJ	\$400.00			
			Security	\$100.00			
			Refreshments	\$300.00			
			Donation of some refreshments		\$200.00		
Dance	Total		Decorations/cups/napkins, etc	\$100.00			
			Float supplies	\$100.00			
			Royal Court supplies	\$50.00			
Fundraising	Can food drive	2 times per year	Can food donated				
			Collection bags-bins donated				
			Advertising-Posters, Web	\$50.00			
	Toy drive	1 time per year	Toy donation				
			Collection bags-bins donated				
			Advertising-Posters, Web	\$50.00			
Fundraising	Total			\$100.00			
Grand Total	Using all Committee Totals			\$8,010.00	\$2,210.00		

Sample Budget Format		School Year 2003-04	
Account Name and Number	Budgeted	Actual	Difference
Income Accounts:			
1001 - Homecoming tickets	\$1,250.00	\$1,275.00	\$25.00
1002 - All school dance tickets	\$5,000.00	\$5,100.00	\$100.00
1003 - In-kind donations			
Exec. office supplies	\$360.00	\$350.00	(\$10.00)
Exec. retreat supplies/meal	\$250.00	\$265.00	\$15.00
Assembly supplies	\$100.00	\$90.00	(\$10.00)
Assembly speaker	\$500.00	\$700.00	
Dance decorations	\$300.00	\$310.00	(\$10.00)
Homecoming decoration/supply	\$250.00	\$300.00	\$50.00
Dance refreshments	\$500.00	\$500.00	\$0.00
Dance DJ	\$0	\$400.00	
Collection bags	\$0.00	\$0.00	
Scantron Forms	\$0.00	\$50.00	\$50.00
Totals	\$8,510.00	\$9,340.00	\$210.00
Account Name and Number	Budgeted	Actual	Difference
Expense Accounts:			
2001 - Executive			
Meeting Refreshments	\$400.00	\$380.00	\$20.00
Retreat Supplies	\$250.00	\$250.00	\$0.00
Office Supplies	\$360.00	\$340.00	\$20.00
2002 - Assembly/Rally			
Speakers	\$900.00	\$800.00	\$100.00
Supplies	\$100.00	\$105.00	(\$5.00)
2003 - Elections			
Exec. Advertising	\$200.00	\$180.00	\$20.00
Class Rep. Advertising	\$200.00	\$205.00	(\$5.00)
Scantron Forms	\$400.00	\$415.00	(\$15.00)
2004 - Dance			
Band/DJ x 5	\$2,000.00	\$1,600.00	\$400.00
Security	\$500.00	\$520.00	(\$20.00)
Refreshments	\$1,000.00	\$1,050.00	(\$50.00)
Decorations	\$700.00	\$680.00	\$20.00
2005 - Homecoming			
Band/DJ	\$400.00	\$380.00	\$20.00
Security	\$100.00	\$110.00	(\$10.00)
Refreshments	\$300.00	\$260.00	\$40.00
Decorations	\$100.00	\$120.00	(\$20.00)
Supplies	\$150.00	\$140.00	\$10.00
2006 - Fundraising			
Advertising	\$100.00	\$80.00	\$20.00
Totals	\$8,160.00	\$7,615.00	\$545.00
Grand Totals	(\$350.00)	\$1,725.00	\$335.00

Source: Nat'l Assoc. of Student
Councils -Officer Guides
NASSP, 2006