

TITLE: Secretary

REPORTS TO: President

ROLE: Maintains all meeting records of MGAGCM Board and membership meetings

TERM: 2 years, elected at the end of an odd year to serve starting in the even year

BASIC FUNCTIONS:

- The Secretary shall follow the guidelines for the Secretary position as outlined in article IX section 9.03 of the By Laws:
 - Keep the minutes of all Membership and Board meetings
 - Provide notice to members and Officers of all membership and Board meetings
 - Keep a register of all addresses of the Chapter's membership.
 - Attend to all correspondence of the Chapter as requested by the Officers and/or Board
 - Oversee the review of these Bylaws, not less than every three (3) years and recommend any changes or modifications to the Board
 - Maintain the records of the Chapter
 - Perform such other duties as may be delegated to him/her by the Board

In addition:

- Work with the VMS Ambassadors to keep a register of all addresses of the Chapter's membership
- Maintain a record of:
 - Copies of Board and membership meeting minutes for the President and the Secretary's handbook
 - Association documents as identified by the President and Board
 - The Association Leadership Directory and Membership
 - Membership attendance at meetings
- Provide a copy of previous meeting minutes for the membership at the subsequent membership meeting
- Is the secondary monitor of the MGAGCM Gmail address
- Perform responsibilities detailed in the Nomination & Election SOP
- Work with the Treasurer to meet the April 1st annual MMGA reporting requirements
- Fulfill responsibilities as requested by the President

PERSONAL COMMITMENT:

- Time:
 - Board meetings
 - Workgroups
 - Time outside of each meeting for completing tasks
- Basic knowledge and access to equipment and high speed internet for participating in any electronic meetings and seeing to emails as required

How To Write Effective Meeting Minutes

What Should You Include When Writing Meeting Minutes?

The five steps that you must include are:

- Pre-Planning
- Record taking - at the meeting
- Minutes writing or transcribing
- Distributing or sharing of meeting minutes
- Filing or storage of minutes for future reference

What Is the Purpose of Meeting Minutes?

Capture the essence of the meeting, including details such as:

- decisions made (motions made, votes, etc.)
- next steps planned
- identification and tracking of action items

Minutes are a tangible record of the meeting for its participants and a source of information for members who were unable to attend. In some cases, meeting minutes can act as a reference point.

What's Involved With Meeting Minutes?

As mentioned above, there are essentially five steps involved with meeting minutes:

- Pre-Planning
- Record taking - at the meeting
- Minutes writing or transcribing
- Distributing or sharing of meeting minutes
- Filing or storage of minutes for future reference

Pre-Planning Meeting Minutes:

A well-planned meeting helps ensure effective meeting minutes. If the Chair and the Secretary or minutes-taker work together to ensure the agenda and meeting are well thought out, it makes minute taking much easier. For example, depending on the meeting structure and the tools you use, the minutes-taker could work with the Chair to create a document format that works as an agenda and minutes outline as well.

What Is the Agenda of a Meeting?

Meeting agenda = outline:

At the very least, it's important to get a copy of the meeting agenda and use it as a guide or outline for taking notes, setting up your mom format, and preparing the minutes – with the order and numbering of items on the minutes of meeting matching those of the agenda.

In addition, the agenda and/or meeting notice also provides information that will need to be included in the minutes, such as:

the names of all the meeting attendees, including guests or speakers

documents that are sent out with the agenda or handed out in the meeting – copies (digital or hard copy) of handouts should be stored with the meeting minutes for future reference and for sharing with those who were unable to attend the meeting (and others as determined by the meeting's Chair).

2. What Should Be Included in Meeting Minutes?

Before you start taking notes, it's important to understand the type of information you need to record at the meeting. As noted earlier, your organization may have required content and a specific mom format that you'll need to follow, but generally, meeting minutes usually include the following:

- Date and time of the meeting
- Names of the meeting participants and those unable to attend (e.g., “regrets”)
- Acceptance or corrections/amendments to previous meeting minutes
- Decisions made about each agenda item, for example:
 - Actions taken or agreed to be taken
 - Next steps
 - Voting outcomes – e.g., (if necessary, details regarding who made motions; who seconded and approved or via show of hands, etc.)
 - Motions taken or rejected
 - Items to be held over
 - New business
 - Next meeting date and time

Tips that might help your note taking:

Create an outline – as discussed earlier, having an outline (or template) based on the agenda makes it easy for you to simply jot down notes, decisions, etc. under each item as you go along. If you are taking notes by hand, consider including space below each item on your outline for your hand-written notes, then print these out and use this to capture minutes.

Check-off attendees as they enter the room - if you know the meeting attendees, you can check them off as they arrive, if not have folks introduce themselves at the start of the meeting or circulate an attendance list they can check-off themselves.

Record decisions or notes on action items in your outline as soon as they occur to be sure they are recorded accurately

Ask for clarification if necessary – for example, if the group moves on without making a decision or an obvious conclusion, ask for clarification of the decision and/or next steps involved.

Don't try to capture it all – you can't keep up if you try to write down the conversation verbatim, so be sure to simply (and clearly) write (or type) just the decisions, assignments, action steps, etc.

Record it – literally, if you are concerned about being able to keep up with note taking, consider recording the meeting (e.g., on your smart phone, iPad, recording device, etc.) but be sure to let participants know they are being recorded. While you don't want to use the recording to create a word-for-word transcript of the meeting, the recording can come in handy if you need clarification.

3. The Minutes Writing Process

Once the meeting is over, it's time to pull together your notes and write the minutes. Here are some tips that might help:

Try to write the minutes as soon after the meeting as possible while everything is fresh in your mind.

Review your outline and if necessary, add additional notes or clarify points raised. Also check to ensure all decisions, actions and motions are clearly noted.

Ensure you're including sufficient detail

For Board of Director's minutes in particular, we recommend including a short description of each action taken, as well as the rationale behind the decision

If there was a lot of discussion before passing a motion, write down the major arguments for and against

Edit to ensure brevity and clarity, so the minutes are easy to read

In terms of format, here are a few things to keep in mind:

- Be objective

- Write in the same tense throughout

- Avoid using names other than to record motions and seconds.

- Avoid personal observations — the minutes should be solely fact-based

- If you need to refer to other documents, don't try to summarize them. Rather, simply indicate where they can be found or attach them as an appendix

4. Do Meeting Minutes Have To Be Approved?

Before you share your meeting minutes, make sure that the Chair has reviewed and either revised and/or approved the minutes for circulation. They are not an official record of a meeting unless this has taken place. Depending on your Board, minutes may also be formally approved at the beginning of the next meeting.

5. Distributing or Sharing Meeting Minutes

As the official "minutes-taker" or Secretary, your role may include dissemination of the minutes.

Example of Meeting Minutes

MASTER GARDENER ASSOCIATION OF GENESEE COUNTY MICHIGAN

Board of Directors Meeting - Wednesday, May 6, 2020

Call to Order: The meeting was called to order by President Joanne Gensel at 4:00 pm via Zoom.

Attendees: Joanne Gensel, President; Sabrina VanDyke, 1st Vice President; Loretta Ellwood, 2nd Vice President; Margaret Sowle, Secretary; Kay McCullough, Outreach Director; Mel Kennedy, Director of Communications and Barslund Judd, Co-Ordinator.

Opening Comments from the President:

1. Meeting was called to report out any new information we have regarding MGAGCM.
2. Due to the current situation under the Covid pandemic, MSUE is closed through May 15th as of this date.
3. Share thoughts and ideas for the remainder of the year.

Secretary's Report:

Moved and 2nd by Loretta and Mel to approve the Board Meeting Minutes for January 16, 2020 and February 20, 2020. Passed.

Treasurer's Report:

Beginning balance on January 1, 2020 was \$24,231.06. There was no income in January and expenses were \$256.61. Ending balance on January 31, 2020 was \$23,974.45.

The beginning balance on February 1, 2020 was \$23,974.45. February income was zero but expenses for engraving materials totaled \$433.25 resulting in an ending balance of \$23,541.20.

There was no income or expenses in March and April due to the Covid pandemic leaving the current balance as of May 6, 2020 at \$23,541.20.

Michelle will renew the Michigan Gardener Magazine subscription and request the copies be held until our in-person monthly meetings resume.

Co-Ordinator - Barslund Judd:

We are in a holding pattern. We cannot work until after May 15. In fact, we may not be able to do any group events until Fall or early Winter.

2nd Vice President - Loretta Ellwood:

Loretta previously emailed the Speaker's List to the board members in March.

Fall Into Spring is cancelled for this year.

Micah Williams will be contacted for the May meeting.

The possibility of doing a social Zoom meeting for June's monthly meeting will be explored.

1st Vice President - Sabrina VanDyke:

Sabrina has done the planning for the bus trip for 2020 so it will be re-scheduled for 2021.

The clothing line project is on hold until after the Covid pandemic is over.

Director of Communications - Mel Kennedy:

As a MMGA board member, Mel obtained a spreadsheet of Master Gardeners who had/had not paid their MMGA dues according to MMGA. Some members whose dues were paid were listed as unpaid when they were actually paid. Mel will get this cleared up at their next board meeting. The affiliation fee bill from MMGA has not been received as of May 6, 2020.

Outreach Director - Kay McCullough:

Because of the Covid pandemic, it may be some time before we can do any Outreach events.

President's Comments:

Joanne stated that we are currently being sponsored by MSUE who gives us insurance. The day may come when we will want to de-link ourselves from MMGA. Joanne asked the Board to think about how we can use the substantial amount of money we have built up to benefit Genesee County.

What are some things we could use that money on such a replacing the engraving machine that is almost obsolete with a laser engraving machine. The Chapter does not make money producing plant signs on the current machine.

Close of Meeting: Moved and 2nd by Loretta Ellwood and Sabrina VanDyke. Passed. The meeting was adjourned by President, Joanne Gensel at 4:50 pm.

Respectfully submitted: Margaret Sowle, MGAGCM Secretary.

1-16-20	2-20-20	3-19-20*
4-16-20 – Awards Banquet*	5-21-20*	6-18-20 (pending)
7-29-20 – Picnic*	8-20-20	9-24-20
10-22-20	11-19-20 (Elections & Party)	December (no meeting)

*Canceled due to Covid pandemic.