



# How to Take Good Meeting Minutes

## Minutes - Good Example

Example Society for an Important Cause  
Board of Directors Meeting – 24 August 2019  
Attendance: Imani A, Deval A, Sam H, Nour R (chair), Alex S  
Regrets: Bob S, Suzie Q

### **Acknowledgement of Territory**

The traditional unceded territory was acknowledged.

### **Call to Order**

The meeting was called to order at 6:10PM.

### **Adoption of Agenda**

**MOTION:** Be it resolved that the agenda be adopted as presented.

*Moved by Alex. Seconded by Sam. **CARRIED.***

### **Approval of Minutes**

**MOTION:** Be it resolved that the minutes of the July 12, 2019 meeting of the board of directors be adopted as presented.

*Moved by Sam. Seconded by Deval. **CARRIED.***

### **New Business**

**MOTION:** Be it resolved that the bylaw changes be recommended to the Annual General Meeting as presented (attached).

*Moved by Imani. Seconded by Alex. **CARRIED.***

**MOTION:** Whereas the society's online membership systems incur per-transaction costs close to or exceeding the current annual membership due; and, whereas the current annual membership due is low and remains free for low-income individuals; therefore, be it resolved that the annual due for individual memberships be changed to \$10 per year.

*Moved by Deval. Seconded by Imani. **CARRIED.***

### **Adjournment**

The meeting was adjourned at 6:23PM.

## Minutes - Bad Example

Example Society for an Important Cause

Meeting – August 2019

Attendance: Imani A, Deval A, Sam H, Nour R, Alex S

**6:10PM** We are starting the meeting now because Deval was late. Nour is chairing and Alex, Imani, and Sam are here so we have quorum

Chair: “I need a mover and a seconder to adopt the agenda. Moved Alex, seconded by Sam. Any discussion? Seeing none we will move to the vote. All in favour of adopting the agenda? Opposed? That motion carries.”

**6:13PM** Chair: “I need a mover and a seconder to approve the minutes from last meeting.”

Chair: “Moved by Sam, seconded by Deval. Any discussion? All in favour of approving the minutes from last meeting? Opposed? That carries.”

**6:15PM** Sam says the mayor wants to meet with us next week.

Discussion: Nour thinks it is a waste of time to meet with the mayor as she doesn't share our views. Sam will email the mayor about our demands. Sam, Imani, and Deval expressed opinion it is a great idea to make a community connection. Nour thinks it is a stupid idea and a total waste of time. Alex said nothing because they were on the phone.

**6:24PM** Chair: Next item on the agenda was the bylaw changes. We need a mover and seconder to recommend the bylaw changes to the AGM. Moved by Imani, Seconded by Alex. All in favour? Nour thinks the changes will make the election fair and let everyone run for director. Opposed? Sam opposes the motion on the basis the members were not properly consulted about the changes. Carried.”

**6:33PM** Imani has an idea for reducing our costs, but we have to ask our lawyer because they are not sure it is legal. Imani will call our lawyer next week before the board votes on it.

**6:35PM** Chair: “Back to the agenda. We need a mover and seconder to increase the membership fees. Moved by Deval, seconded by Imani. In favour? Opposed? That motion carries.”

**6:37PM** Now at new business and Sam isn't happy with our front-line staff and would like to see about possibly firing them and hiring someone who is more qualified.

Deval's baby was born last week... congratulations! Everyone is going to pool money for a gift and send a card. NOTE TO SELF: remember to send Nour an e-transfer.

**6:40PM** Ideas for Winter gala: raffle, costume contest, silent auction, local musicians, bake sale

- Nour will email musician friends about performing
- Imani will write a letter for silent auction donations
- Deval will come up with theme ideas

**6:53PM** meeting adjourned