# Information about board minutes

There are many easy to prepare or structure minutes. Determine the most appropriate format for your board.

Minutes:

* are a true and accurate record of the meeting
* capture decisions, major points and actions with sufficient detail to make it clear how a decision was arrived at and whether the decision was reasonable given the information presented
* contain clear and concise notes of main points of discussion
* note when attendees join and leave the meeting if they are not there for the whole meeting
* record discussion and reference to items carried forward, matters arising and outstanding issues for future discussion
* have an accurate and clear register of decisions recording:
  + any declared conflicts of interest for an agenda item, how they were handled and what was decided
  + any independent advice received or additional information tabled
  + significant points in how decisions were reached
  + who is responsible for actions arising and by when they are to be completed.

Where decisions are not made by consensus, dissenting members may wish to have their objections noted.

Minute taker:

* is usually the board’s executive officer
* uses a template updated before each meeting with specific agenda items
* records decisions and notes on actions straightaway to ensure they are recorded accurately
* asks for clarification if necessary, for example if the meeting moves on without making a decision or reaching an obvious conclusion
* can electronically record the meeting as long as members around the table know it is being recorded.

Action list:

* is an important part of the meeting records
* is attached to the minutes
* allows members to review progress quickly on actions from previous meetings
* provides a concise summary of tasks including recording:
* actions arising from the previous meeting and outstanding items not yet been completed from prior meetings
* the person responsible for actioning each item
* the timeframe for completing each action or reporting progress to the board.