### 1.5 Minutes of Meetings

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| **SECTION:** | Administrative | **ORIGINATED:** | 2004 |
| **TITLE:** | **MINUTES OF MEETINGS** | **REVISED:** | May 2023 |
| **NUMBER:** | 1.5 | **PAGES:** | 2 |

##### PURPOSE

To provide a permanent, official record of the policies, decisions and other business of the chapter. Accurate minutes:

* + - provide a legal record of decisions.
    - provide a history, continuity to procedures, and a sense of direction for the organization.
    - record actions required by members as a result of discussion, and a target date for completion.
    - provide information to members who were not in attendance.

##### POLICY

1. The president will review the draft of minutes before they are distributed to the membership.
2. The minutes will be distributed with the agenda for the next meeting.
3. Representatives to IPAC Canada Board/Committees/Interest Groups will provide a summary of committee proceedings (verbally and in electronic form) for the Secretary. Except in special circumstances, IPAC Canada committee minutes will not be included as an attachment but the web location will be referenced in the minutes.
4. A copy of all general, executive and special meetings will be retained for the Chapter Legal/Archival records.
5. Archived records are housed on the IPAC EOs Google Docs account .
6. Approved minutes will be posted to the Members area of the IPAC-EO Website and removed according to space limitations.

##### STRUCTURE

1. Minutes should contain, as a minimum, the following:
   * Date, Time and Place
   * Attendees, Regrets, Chair
   * Minutes of previous meeting: corrections and approval
   * Agenda topics discussed including:
     + Reports from Chapter representatives to IPAC Canada Board/ Committees

/Interest Groups when applicable

* + - Chapter Business including executive highlights and Reports of Sub Committees when applicable
    - New business/Business arising or continuing not covered by agenda
  + Date of next meeting
  + List of attachments

1. Minutes may also contain:
   * Any problems defined, alternatives discussed, solution agreed on.
   * Actions: by whom, by when, how others can help.
   * Any follow-up actions after the meeting with deadlines.
   * Any deferred items.

##### PROCEDURE FOR SECRETARY

1. For in person meetings, prepare a checklist of expected attendees or an attendance form that can be circulated at the meeting.
2. Use standardized template for recording minutes.
   1. Template for in person meetings: [https://docs.google.com/document/d/1iC00ITCFw5lehW7ZSkuJHb55Aas\_uupzWDLR](https://docs.google.com/document/d/1iC00ITCFw5lehW7ZSkuJHb55Aas_uupzWDLR4zviGXg/edit?usp=sharing)  [4zviGXg/edit?usp=sharing](https://docs.google.com/document/d/1iC00ITCFw5lehW7ZSkuJHb55Aas_uupzWDLR4zviGXg/edit?usp=sharing)
   2. Template for online meetings: [https://docs.google.com/document/d/197pFaoA4P\_Pbd6unYAm8o8FKav4BXrB7/edi](https://docs.google.com/document/d/197pFaoA4P_Pbd6unYAm8o8FKav4BXrB7/edit?usp=sharing&amp;ouid=104043356326307460594&amp;rtpof=true&amp;sd=true)  [t?usp=sharing&ouid=104043356326307460594&rtpof=true&sd=true](https://docs.google.com/document/d/197pFaoA4P_Pbd6unYAm8o8FKav4BXrB7/edit?usp=sharing&amp;ouid=104043356326307460594&amp;rtpof=true&amp;sd=true)
3. Approval of agenda, minutes, and other items except finances, may be by consensus: "approved as read" or "approved as corrected".
4. Record sources of information, issues discussed, major points raised, decisions made, action by whom and deadline date.
5. Motions:
   1. Request that motions that are long or complicated be submitted in writing.
   2. For major motions, including all financial motions, include the name of person making the motion, the seconder and the result of the vote. Include the name of anyone abstaining and the reason stated.
6. Obtain a written copy of reports from other presenters, preferably in electronic form. Include short reports in the body of the minutes. Include longer reports as an attachment.
7. Prepare a draft of minutes as soon as possible following the meeting.

##### REFERENCES

Internet sources and Reference Manual "*Facilitating Successful Meetings*", stored in Chapter Administrative/Archives Box.