

## **Suggested Guidelines for Board & World Committee Minutes**

Accurate meeting minutes provide a written record that a committee/board has exercised care in decision making, and become historical documents of Co-Dependents Anonymous. Minutes are meant to be concise and informative.

Minutes may include:

- The names of those members, liaisons and guests present (first name, last initial).
- The names of the primary and backup Board liaisons (listed separately from committee members)
- Date, time meeting begins and time it ends.
- The existence or absence of a quorum.
- The name of the person responsible for taking minutes.
- Previous minutes approval (if applicable)
- The names of the persons making first and seconding motions (if applicable).
- A summary of votes of a motion / GC indicating when votes were unanimous or the breakdown of “yes”, “no” and “abstentions”.
- A summary of discussion points and actions taken—concise statements of the issues raised and concerns reflected during the discussion.
- A summary of key action items and future steps. Action items may be marked as “in process” or “completed”.

### **Other Considerations:**

- Minutes do not need to be verbatim. A document that records every uttered word is a transcript, not “minutes.”
- No need to include mention of recording has started or ended. Virtual meeting link not needed.
- No need to include check-ins or monthly readings (Prayers, Steps and Traditions).
- Minutes usually do not require more than 15 minutes to read.