The Committee Room
Commonsense Governance for NFPs

Episode 15 Writing It Down - Minutes

Minutes are the official legal record of your Committee's decisions — not a transcript, not a 20-line summary, not a newsletter. Use this template as your standing Minutes format: build it straight from your Agenda, capture enough context that the record stands on its own, and record every formal decision as a proper motion with a mover, seconder, exact wording and result.

Minutes of a Committee Meeting of the *[Organisation Name]* held on *[Date]* at *[Venue]* commencing at *[Time]*	
Present	[Full names and titles — e.g. J. Smith (President)]
Apologies	[Members who notified before the meeting]
Absent	[Members who did not attend or notify]
In attendance	[Staff / guests present, if any]

SECTION 1 — FORMALITIES	
1	**Welcome** *Time meeting opened.*
2	**Minutes of the Previous Meeting** *Note the date of the previous meeting and ask the meeting if anyone has any questions or corrections/amendments.* **MOVED:** [Name] **SECONDED:** [Name] ***THAT*** *the minutes of the meeting of [exact date of previous meeting] be adopted as a true and accurate record [with the following amendments/corrections…]* **[CARRIED / NOT CARRIED]**
3	**Matters Arising / Action List** *Status of each action item carried from the previous meeting.*
4	**Declarations of Interest** *Name, Agenda item, nature of Interest.*
SECTION 2 — STRATEGIC DISCUSSION	
5	**[Topic]** *Enough context that someone reading this in five years understands what happened: the key facts, the range of views discussed (without naming who said what), and the outcome or next step. Not a transcript, not a one-liner.* **MOVED:** [Name] **SECONDED:** [Name] ***THAT*** *[exact wording of the motion]* **[CARRIED / NOT CARRIED]**
SECTION 3 — REPORTS	
6	**[Report title — e.g. Financial Report]** *Reports are taken as read with only questions or points of clarification discussed. Reports that contain substantive recommendations framed as draft motions or require significant discussion are put in SECTION 2 — STRATEGIC DISCUSSION.*
SECTION 4 — MANAGEMENT ITEMS	
7	**[Management item]** *Operational matters and updates. Informal unless a formal resolution is required.*

8	**Next Meeting and Close** *Time closed. Date, time and location of the next meeting.*

Signed as a true and accurate record:

____________________________________ ________________

Chair Date

Action List

DATE RAISED	ITEM	ACTION	RESPONSIBLE	BY
[Date]	[Item ref]	[Action]	[Name]	[Date]
[Date]	[Item ref]	[Action]	[Name]	[Date]
[Date]	[Item ref]	[Action]	[Name]	[Date]
[Date]	[Item ref]	[Action]	[Name]	[Date]
[Date]	[Item ref]	[Action]	[Name]	[Date]