**Minute-taking exercise**

Minute-taking is more of an art than a science. Each minute-taker and board will have preferences for the level of detail they want to include in their minutes. While there are no set rules for what should and should not be included in the minutes, it’s important not to include confidential information, profanity, opinion, or bias. Minutes should never be personal.

As a quick exercise, take a look at the following sample and identify at least five issues that you should avoid.

3. New Business

1. The CEO gave the board a two-minute overview of the company’s performance for the quarter. The overview included an overall increase in sales, new staff, and increased safety inspections. Kevin asked what kind of training new staff received and the CEO said he would e-mail the board the training program so they could review it. Ron asked how the new communications strategy was coming along and the CEO said it would be presented at the next board meeting.
2. The treasurer presented the quote from potential auditors and said that the board should select one and present that option to the members at the AGM. Ron said that he was strongly opposed to Auditor B because he felt that the cost was too high. Sam agreed with Ron and said that he had heard Auditor B was difficult to work with, so they should pick Auditor A. Mary disagreed with Sam’s statement and referred to a positive review from a colleague.
   * 1. Ron moved that the board recommend Auditor A for appointment to the members. Seconded by Carol. 4 in favour, 2 opposed, 2 abstentions. Carried.
3. The chair of the HR comm. (Ken) gave a 25 minute report to the board. She noted that the committee recommends that the board approve an 8% increase in the CEO’s compensation. At this time, the CEO asked if she could be excused. She also said the committee intends to study several sections of the company’s HR policy including the sections on Leave and Expense Reporting. Ron was critical of the way the report was presented and told Ken to use the template in the board’s dropbox.
   * 1. Carol moved that the HR comm. report be accepted as presented. Seconded by Sam. 5 in favour, 2 abstentions. Carried.