

minuteTakers

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ABOUT MINUTES...

What are Minutes? The term “Minutes” is derived from a Latin term that essentially means, “small record”. Minutes as a corporate record are merely to consist of a brief, concise summary of the business transacted by the Board as a whole and the decision taken by the collective group. Detail is limited to a brief summary of the issue(s) under discussion and the outcome thereof (i.e. Motion/decision or Action/direction). The information to be included is merely to describe how the Board as a whole reasonably came to reasonable decision. It should always be kept in mind that Minutes are considered to be legal documents by Auditors, the tax authorities and the courts and represent the actions of the Board. Minutes should never become political in nature or present the various positions/agendas of the individual members, etc.

Why are Minutes necessary? Minutes are produced as a legal record for the purpose of documenting the decisions that are made by the *collective* Board/Committee on behalf of the organization. Our company produces professional, unbiased and non-political minutes that do not reflect the ‘he-said, she-said’ micro-detail format that so often gets Boards into trouble when certain individuals view those types of Minutes or when they litigate in the courts. It is important for Board members to have a proper understanding of what their minutes as a corporate record, should consist of. We take pride in being a neutral party and a team player in conjunction with the Board and management that can subtly provide direction and focus at meetings and be a positive influence on a Board.

Best Practices: The professional Minutes provided by **minuteTakers inc.** are based on Robert’s Rules of Order (U.S.A.) and Wainberg’s Rules (U.K.), which are generally-accepted guidelines for meetings of all types. Robert’s Rules was originally formulated by General Henry Martyn Robert in 1876 to govern parliamentary procedure, which later underwent some revisions that extend to meetings for various types of associations and organizations.

Hopefully you have found this article to be informative and helpful!