

CHICA - EASTERN ONTARIO

A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Administrative
SUBJECT: **MINUTES OF MEETINGS**
ORIGINATED: January 2004 (as a working draft)
APPROVED: Executive 01/11/06

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PAGE: 1 of 1
REVISED:

1. PHILOSOPHY

Minutes are a permanent official record of the policies, decisions, and other business of the organization.

2. PURPOSE

- 2.1 To provide a legal record of decisions.
- 2.2 To provide a history, continuity to procedures, and a sense of direction for the organization.
- 2.3 To record actions required by designated member, as a result of meeting discussion & a target date for completion.
- 2.4 To provide information to members who were not in attendance.

3. STRUCTURE

- 3.1 Date, Time and Place
- 3.2 Attendees, Regrets, Chair
- 3.3 Minutes of previous meeting: corrections & approval.
- 3.3 Agenda topics discussed including
 - a) Reports from Chapter representatives to CHICA-Canada Board/Committees/Interest Groups
 - b) Chapter Business including Reports of Sub Committees and Executive Meetings
 - c) New business/Business arising or continuing not covered by agenda.
- 3.4 Date of next meeting.
- 3.5 List of attachments

4. FUNCTION - include in the minutes

- 4.1 Any problems defined, alternatives discussed, solution agreed on.
- 4.2 Actions: by whom, by when, how others can help.
- 4.3 Any follow-up actions after the meeting.
- 4.4 Any deferred items.

5. POLICY

- 5.1 Follow the numbering system of the agenda with the headings. Use a separate paragraph for each subject.
- 5.2 Approval of agenda, minutes, and other items except finances, may be by consensus: "approved as read" or "approved as corrected"
- 5.3 For major motions including all financial motions, include the name of person making the motion, and the result of the vote. Include the name of anyone abstaining and the reason stated.
- 5.4 Include short reports in the body of the minutes. Obtain a copy of the report from the presenter, preferably in electronic form. Include longer reports as an attachment.
- 5.5 Representatives to CHICA-Canada Board/Committees/Interest Groups will provide a summary of committee minutes (verbally & in electronic form for secretary). Except for special circumstances, CHICA-Canada committee minutes will not be included as an attachment but the web location will be referenced in the minutes.
- 5.6 The chair will review the draft of minutes before they are distributed.
- 5.7 Distribute the minutes within 30 days following the meeting.
- 5.8 Retain a copy of all general, executive and special meetings for the Chapter Legal/Archival records.

6. PROCEDURE FOR SECRETARY

- 6.1 Prepare a checklist of expected attendees or an attendance form that can be circulated at the meeting.
- 6.2 May use the agenda as a template for the minutes leaving plenty of space for notes, time started & adjourned.
- 6.3 Make memory-jogging notes during the meeting - source of information, issues discussed, major points raised, decisions made, action by whom, by when.
- 6.4 Ask for clarification during the meeting if items are not clear.
- 6.5 Request that motions that are long or complicated be submitted in writing.
- 6.6 Remind presenters of long reports to provide written copy.
- 6.7 Type a draft of minutes as soon as possible following the meeting.
 - Write in the past tense
 - Be objective & impartial avoiding subjective adjectives & adverbs
 - Include a brief outline of discussion, action, member responsible, deadline
- 6.8 Retain rough notes until minutes are formally approved.

7. REFERENCE: Internet sources & Reference Manual "Facilitating Successful Meetings", stored in Chapter Administrative/Archives Box.