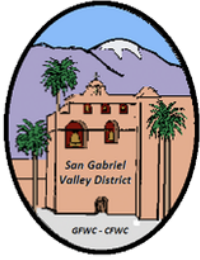


SAN GABRIEL VALLEY DISTRICT

Recording Secretary



2024-2026

Nancy Krueger

Tips and checklist for California nonprofit corporations and charities for preparing minutes of Board meetings.

Purpose of minutes

The purpose of corporate minutes is to protect your nonprofit by maintaining an accurate and complete record of its actions, and to protect the corporations directors by demonstrating that they met their fiduciary obligations in the decision-making process.

Must Haves:

- Club Yearbook~Officers duties, ByLaws, Standing rules
- District Yearbook
- Robert's Rules of Order 12th edition

On minutes:

- A location, date, start and end time, type of meeting, presence of quorum, attachments in numerical order of agenda.
- Names and titles of officers.
- Guest names and titles, attachments of approved.
- Exact wording of each motion, who made the motion, voting results.
- As minutes are a recording of what happened, they are in the past tense.
- Use: announced, reported, etc.
- Club or District Logo
- Footer page numbers
- Topic spacing

Preparations

- Meeting agenda 24 hours in advance with extra space for notes.
- List of Officers with titles for roll call.
- Template~ may be the agenda with blank spaces
- Reports of officers, committees, speeches before or after.
- Filled out motion forms.
- Last month's pre approved by committee/President minutes.

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