

INEFFECTIVE VS EFFECTIVE PRACTICES

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<http://www.elimina.com/insights/min-practices.htm>

The following table of ineffective and effective practices will help those taking minutes.

Ineffective versus Effective Practices

<i>Category</i>	<i>Ineffective Practice</i>	<i>Effective Practice</i>
Selection of minute taker	Choosing someone with no minute taking skills or no knowledge of the group, its history, issues, or the terminology it uses.	Choosing an individual who has minute taking skills or, alternatively, training them for the job and giving them an orientation on the group and its work.
Treatment of minute taker	Making it unacceptable or unsafe for the minute taker to speak up in meetings. Assuming the minute taker is capable of recording coherent minutes in confusing, chaotic meetings.	Making it acceptable for the minute taker to speak up and request clarity. Conducting clear, well-focused meetings. Taking time to articulate consensus and motions clearly before moving forward.
What is recorded in minutes	A word for word record of who said what. Using present tense: "The Chair opens the meeting and explains the agenda." Highlighting decisions made by motions, while not emphasizing decisions made by consensus.	Concise, readable point-form summaries of discussions and decisions made. Using past tense: "The Chair opened the meeting and explained the agenda." Highlighting motions and consensus-based decisions in the same way.
Expectations and roles	Expecting the minute taker to have shorthand skills or tape the meeting, to capture every word. Allowing the Chair to doctor the minutes and change decisions that may be embarrassing to someone. Allowing assertive individuals to force the minute taker to record certain comments.	Expecting the minute taker to have listening and summary skills, to focus on key points, not every word uttered. Allowing the Chair to ensure that minutes are technically and factually clear and accurate. Approving minute taking standards as a formal policy, thereby enabling the minute taker to follow approved standards and not personal wishes.