

Regional Congress Minute Taking Information Sheet

Dear Recording Secretary,

Thank you very much for agreeing to take the minutes during the Regional Congress.

- There is a \$100 honourarium provided to compensate for your time and effort.
- You will be provided a special Expense Report Form from the Chapter Coordinator with honourarium included prior to the meeting.
- To receive compensation, please submit the completed form to volunteerexpenses@peo.on.ca.

The meeting minutes template will be prepared for you by the Chapter Office Staff. Here are some tips for effective Regional Congress minute taking and preparing the minute draft document:

Taking minutes – Best Practices:

- Remember that minutes should capture the points below – nothing more, nothing less:
 - o What was decided.
 - o What was accomplished.
 - o What was agreed upon and actions for the attendees.
 - o Housekeeping, open issues and general business motions.
 - Report only the outcome of the conversation, not who said what.
 - Don't:** M. Ng said that he likes fishing and had great experience at Kenora. J. Milter said that fishing in Kenora was excellent indeed and she couldn't wait for Lake of the Woods chapter to host Regional Congress again to go fishing there.
 - Do:** Delegates agreed that fishing in Kenora was excellent and next Regional Congress hosted by Lake of the Woods Chapter was highly anticipated.
 - Avoid using delegate's names, unless the person was directly tasked to do something or was a mover/second of a motion.
 - Don't:** M. Ng asked J. Milter to send out to delegates the latest article from Engineering Dimension on Continuing Professional Development.
 - Do:** Latest article from Engineering Dimension on the topic of Continuing Professional Development will be sent out by Chapter Office/ Chapter Coordinator to all congress delegates.
- OR
- Action 1:** Latest article from Engineering Dimension on the topic of Continuing Professional Development will be sent out by J. Milter/ Chapter Office/ Chapter Coordinator to all congress delegates.
- Identifying action versus regular discussion point:
 - o Only outcome of the conversation is relevant to minutes. Usually Actions are an outcome of the conversation.
 - o An action should be recorded when there is a general consensus (without objections) for someone to do something.
 - o An action is not permanent in nature and should be created only when a task should be performed once or distinct amount of times.
 - o You will be prompted by the chair or staff to flag something as an action.
 - o You will also be prompted by the chair, staff, delegates to note in the minutes certain wordings. For example: The congress wants to extend a note of thanks to the hosting chapter for organizing a tour to the local mine.
 - What happens if the discussion does not result in any actions or motions and there is nothing to report?
 - o This is exactly how it should be reported. Remember, it should note what was done, not what was said.

- Information items discussed which did not result in any actions or motions should be simply recorded as such.

Don't: M. Ng said that he attended the Queen's Park event, talked about what happened and met a lot of people.

Do: Highlights were provided about the Queen's Park event. Brief discussion ensued and did not result in any actions or motions.

- Use of the abbreviations and referencing documents:

- Please write out all words or phrases in the minutes document (ex. NLT should be "no later than")
- You can use abbreviations after you have written out for the first time the complete wording and captured abbreviation in brackets in the first instance.
- If you are required to reference a particular part of the previous meeting's minutes or parts of other documents, you have to be specific and clearly indicate the document name, date and item number/name of the section in the document.
- Some documents are required to be attached as appendixes. You will be prompted to do that by the chair or staff.

Don't: Action 1 from previous meeting about RCC should be new Action 3.

Do: Delegates agreed that Action 1 from June 12, 20xx Regional Congress with regards to the Regional Councillors Committee's (RCC) tasking Chapter Office with creation of Business Plan Guidelines for chapters should be moved to the current meeting as Action 3.

- Other helpful minute taking tips:

- If you find yourself repeating the same words over and over again, there is a list of verbs that you can slot into the minutes when you need them:

- | | | | |
|----------------|---------------|---------------|--------------|
| - Acknowledged | - Declared | - Maintained | - Reviewing |
| - Agreed On | - Described | - Mentioned | - Said |
| - Agreed to | - Detailed | - Noted | - Settled |
| - Announced | - Discussed | - Observed | - Showed |
| - Arranged | - Displayed | - Perceived | - Specified |
| - Asked for | - Emphasized | - Predicted | - Stated |
| - Asserted | - Explained | - Presented | - Stressed |
| - Assured | - Expressed | - Promised | - Suggested |
| - Believed | - Guaranteed | - Proposed | - Summarized |
| - Brought up | - Identified | - Recommended | - Understood |
| - Complained | - Implemented | - Remarked | - Worked on |
| - Confirmed | - Informed | - Reported | |
| - Decided | - Listed | - Requested | |

Submitting your work:

- Please submit your work within 10 business days from the date of the meeting to the Chapter Office.
- The Chapter Office will contact you if there are any discrepancies or disputes arising from the document.
- After the draft document has been proofed by the Chapter Office and Senior Regional Councillor it will be distributed to all congress delegates.
- Draft document will be discussed and approved during the next Regional Congress.

Please remember that the Chapter Office Staff is always there for you with information and advice. Thank you once again, for being our Regional Congress recording secretary!