Chapter Name:

Date of meeting:

Location of meeting:

Facilitator:

Minute taker:

Other role(s):

Attendees:

Absent:

Guests present:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Discussion | Decision | Action |
| Introductions/check-in | Anyone present check in, share their name, role, etc. Ice breakers if necessary. Introductions are essential any time there is a new group or any new person. Even if everyone knows each other having a transition to start the meeting sets the state for everyone to be present.  |  |  |
| Meeting minute approval (optional - not required) | This assumes that minutes were distributed after the last meeting and any corrections requested were made. Record all information on when meeting minutes were approved, including any corrections required. *Example: Minutes from meeting held on [month, day, year] were approved, pending spelling correction of x on page 4.* |  |  |
| Report on action items from previous meeting. | Record who did what and how far along they are on their action items from the previous meeting. Adding this as a standing item to an agenda helps hold people accountable and keeps items moving forward. If someone didn’t complete check in or see if it needs to be reassigned. The goal is to complete the task – not shame any individual for noncompletion.  |  | Record any actions that are ongoing or other agencies that agree to support an action in progress.  |
| Financial report | Provide an update on any finances relevant to the Chapter. *Ex: We have not heard back from the grant application and will email everyone once we hear.*  |  |  |
| *Ex: Planning for Spring Conference* | Record a high-level overview of content.*Ex: Location is finalized at Seaside Inn. Sent draft contract to IAFN HQ on 3/1/2020.*  | Record any decisions made. | Record any actions, including the individual, agency, or group responsible and the due date. *Ex: Christina to follow-up on IAFN HQ recommendations and finalize contract by 3/15/2020.* |
| *Ex: Protocol Development* | *Ex: The Chapter discussed the ongoing review of the statewide protocol. Each individual officer completed their review.*  |  | *Ex: Sally will forward draft to IAFN HQ to review by Friday.*  |
| *Ex: Kit updates* | *Ex: Forensic Biology updates: Microscope slides will no longer be in kits**Instruction Update:* *•Order of collection changed to coordinate with collection routine of SANE**•Penetration: “unknown” changed to “not sure”**• Descriptions of incident- “describe orifices penetrated, by whom, and what body part or objects* |  |  |
| *Ex: Chapter Website* | *Ex: Chapter officers discussed the differences between wonky and kala webhosts to move the chapter website.*  | *Ex: Chapter officers took a vote to move to wonky webhost.*  | *Ex: Sarah will contact wonky webhost by Friday for next steps.*  |
| New business | Chapter Officers can share anything they would like to discuss with the team. *Example: There have been challenges in the rural part of the state with timely LE pick up of kits.*   |  | *E: Will bring this up at the statewide MDT meeting in April.*  |
| Future meetings | Ask members if there are topics for future meetings they would like to suggest or submit. Remind members where and when the next meeting will take place.  |  |  |

**Comments:**

There are a lot of different ways to take minutes, all of which are appropriate in various applications. Some minutes focus on a literal transcription of a meeting (think court), others that focus on tasks/objectives, and others that are summaries of discussions etc. It is really up to the chapter on how they want to record minutes. Regardless of the style implemented by a specific board, minutes should be clear, brief, and accurate. See the attached sample minutes that I developed. There are specific examples of what should be recorded, how to record decisions, how to record action items, how to record discussions. For teams like chapter boards, SARTs, transcription is likely not the best way to take minutes - think about a discussion related to a specific type of swab. That discussion could take 1 hour and everyone could flip flop on their position 10x. It is most helpful in that case to state that "a discussion took place considering length, shape, cost, ability to test, etc. and the decision was y. In the future, the group would prefer longer swabs at a lower price."

If 1 member is in strong opposition to something and wants their objection stated, that could be recorded, “Christina abstained from voting.” “Christina voted against this decision.” “Christina voted against this decision because she refused to vote for anything except the pink swab.” If recording minutes in this way, make sure that Christina had an opportunity to review what was stated to ensure accuracy and agreement – preferably reading what is recorded out loud during the meeting and asking for approval at that time.

Minutes should be reviewed and approved by all board members. Minutes should be available to members after meetings. Depending on the boards decision they can be made available behind a member only log-in or available publicly on a website.