



Those Things Called Minutes



**Why do we have to
keep meeting minutes?**

Why?

Legal Documentation

- Meeting minutes are considered legal documents.
- Legal entities see meeting minutes as representing the actions of the board of directors, and Lodge leadership.

Why?

They Serve as a Reminder

- To check progress.
- Ensure all tasks have been met.
- Serve as a reminder at next meeting.

Why?

Serves as a reference for members who weren't present during the meeting

- Members or officers who miss a meeting.
- Members may request to read previous meeting minutes.

When?

- The Minutes are the record of:
 - All General Membership meetings & Special Lodge meetings
 - Board of Officers' meetings
 - Executive Committee
 - Enrollment Ceremonies
- Minutes must be approved by membership and signed by President and Administrator.

Where?

- 2 separate minute books!
- One for General Membership and Board of Officers.
 - It is ok to have both the Lodge/General Membership and Board of Officer minutes in the same book. Make sure the page headers are filled out.
- One for Executive Committee



Where?



- **Minutes Sheets.**
 - Are numbered
 - Lined
 - And contain a header
- Officer Roll Call.

Capturing Meeting Minutes

Steps to get started

Capturing Meeting Minutes

- The Administrator is responsible for taking the minutes.
- Let's talk about how to accurately capture the minutes.

Step 1 - Use a Template

- This is your “cheat sheet”.
- Develop your own that best suits you and the Moose Lodge needs.
- It can be paper or digital.

Step 2 - What to Capture

- Focus on the points:
 - The topic being discussed.
 - The decision made.
 - Responsibility and tasks.
 - Votes and Motions.

Step 3 - Ensure Accuracy

- Ask for clarification.
- Minutes must be accurate.



The Membership Meeting / The Officer Meeting

Why Do We Have Separate Meetings?

- To discuss matters with efficiency.
- To hear the views and ideas of membership.
- To discuss sensitive matters.

Executive Session

- Executive session is listed twice in officer's agenda.
 - 1st is for decorum and disciplinary.
 - 2nd is for privileged, private, confidential, or sensitive.
- Clear distinction.
 - Recess officers meeting.
 - Separate minutes.

Executive Session

- Executive session minutes are kept separate.
- The minutes must be read and approved at the next Officers meeting.

How Should These Meetings Be Run?

- Per the Lodge Meeting Agendas!
- These can be found on the Moose International Website by going to

Forms & Documents → Lodge Operations → Lodge Meeting Agendas





**So, What Should the Minutes
Contain?**

Board of Officers Meeting

Board of Officers Meeting

- **Call to Order**

- “Meeting called to order at 7pm by President, John Smith.”

- **Roll Call of Officers**

- “all officers were present” or “all officers present except for Treasurer, Bob Jones who was excused”.

Board of Officers Meeting

- **Executive Session**

- Reflect the time Officers meeting was recessed or if there were no items for discussion.

- **Call to Order**

- Reflect the time the officers meeting was reconvened.

Board of Officers Meeting

- Minutes of Previous Meeting

- Call for any additions or corrections.
- Motion to accept.

“Administrator, Johnny Cash, read the minutes of the Board of Officers meeting held on June 21, 2023. A motion to approve as read was made by Loretta Lynn with a second from Willie Nelson. As none were opposed, the motion carried.”

Board of Officers Meeting

- Report of Sickness & Distress -
 - The Chaplain shall make a full report at the meeting.
 - The minutes should reflect:
 - The names of those reported upon
 - Listing details of an ailment can be sensitive.

Board of Officers Meeting

- **Applications for Membership** - (Recommend to floor only after approval from the Application Review Committee – no vote needed at this meeting.)

“The following applications will be presented for approval at the next General Membership meeting:

Waylon Jennings, sponsor Willie Nelson

George Jones, sponsor Loretta Lynn”

Board of Officers Meeting

- Report of Finances

- Summary of the weekly envelope.
- Accounts or financial assets.

“The weekly envelope was reviewed showing a deposit of \$2,112.00. The general funds account balance was read totaling \$86,753.09. The total for the maturing CD is \$5,150.00 and will be rolled over to a new CD.”

Board of Officers Meeting

• Examination of Bills

- The minutes should reflect the name of the vendor, service provided or nature of the bill, dollar amount and approval by the trustee(s).
- *The following bills were presented and approved by the trustees.*
 - *Lonnie Lawn – Grounds Keeper - \$225.*
 - *Wicked Spoon and Soup – Catering for Celebration - \$500.*
 - *ComNet – Internet and TV - \$300*

Board of Officers Meeting

- Analysis of Sales Volume and Costs

- Lodge Hours
- Cost of Goods sold
- Specials

- *“Officers discussed the Lodge hours and have determined the Social Quarters hours should be changed from 11am-1am Monday - Friday to 2pm-1am Monday – Friday.*
- *The bucket Special of 6 beers for \$12 is losing money.”*
 - *There will no longer be a bucket special.*

Board of Officers Meeting

• Inspections

- Trustees should inspect the Lodge home monthly.
 - Needed repairs
 - Cleanliness
 - Suggested Sales.

*“Trustees presented the finding of the monthly inspection.
Light switch in closet needs replaced.
Tile in bathroom needs cleaned.
Some chairs are in disrepair.”*

Board of Officers Meeting

- Old Business

- Discuss business left over from last meeting.
- *“Officers discussed the progress of removal of rubbish from side of building. – Willie Nelson will follow up with Lonnie Lawn and report back next meeting.”*
- *New oven has arrived and will be installed next week.”*

Board of Officers Meeting

- New Business

- Topics brought to Board for discussion during Lodge meeting.
- Any Correspondence from The Moose.
- *“Members are wanting to install a bowling ally, Johnny Cash will look into cost.”*
- *Administrator read email from Moose Charities regarding the Cradle Fund.”*

Board of Officers Meeting

- Adjournment – the minutes should reflect the time the meeting was adjourned.

General Membership Meeting

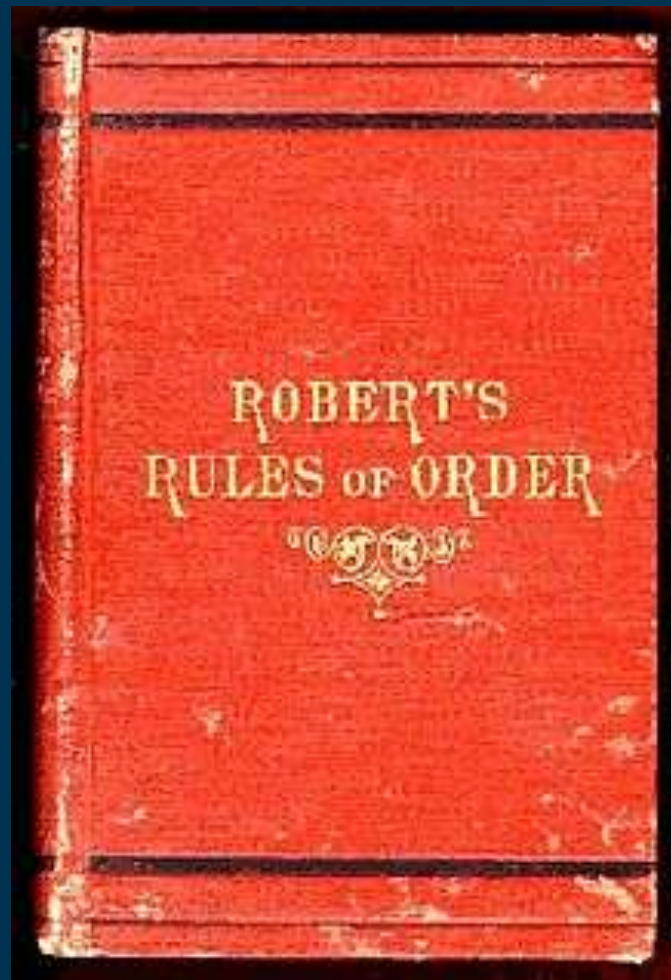
Following the Opening Ceremony, the Order of Business for a Regular Lodge Meetings is as Follows:

1. Reading of minutes of the previous meeting
2. Communications and notices
3. Reports of sickness and distress
4. **Ordering of payment for approved bills**
5. **Applications for membership**
6. **Reports of Standing and Special Committees**
7. **Report of Officers meeting**
8. Unfinished business
9. New business (For referral to officers.)
10. Report of Nominating Committee when necessary
11. **Good of the Order**
12. **Receipts**
13. **Nine O'clock Ceremony**



How Do You Maintain Decorum?

Robert's Rules of Order



The Gavel

- The President's gavel is the emblem of authority in a Lodge meeting.





Questions?