



Tool: Minutes of a Board/Executive Committee Meeting

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

A template for the development of the Agenda of a Board/Executive Committee Meeting is also available in this toolkit (see Tool 3.11).

[The Association of Ob/Gyn of XXX]

[ADDRESS]

Board/Executive Committee Meeting

Minutes of Meeting held on [DATE]

Structure	Comments/Suggestions	Example Minutes
Presence	List all members who attended the meeting; List all members who did not attend, including mention of those who sent their regrets; List others in attendance (special guests, staff, etc.).	<p>Attendance:</p> <p>Present:</p> <ul style="list-style-type: none"> • Dr J. Smith (President) • Dr R. Young (Vice-president) • Dr S. White (Treasurer) • Dr B. Junior • Dr C. Smart <p>Absent:</p> <ul style="list-style-type: none"> • Dr B. Smith (Committee Chair) (regrets)

		<ul style="list-style-type: none"> • • <p>Also present for the last part of the meeting:</p> <ul style="list-style-type: none"> • W. Smith (Co-ordinator, Scientific Congress) • C. Smith (MNH Project Co-ordinator) • L. Brown (Media Consultant)
Call to order	Note the time the meeting was called to order by the President and/or a designate.	<p>Call to order:</p> <p>The meeting was called to order by Dr J. Smith at 14:00</p>
Welcome	<ul style="list-style-type: none"> • A few sentences of greetings/welcome from the President and/or a designate. • This is a good time to welcome new members to the Board/Executive Committee and special guests to the meeting. 	<p>Welcome:</p> <p>Dr Smith welcomed all to the meeting, including special guests W. Smith, this year's co-ordinator of our upcoming Scientific Congress; C. Smith, the Project Coordinator of the MNH Project, and finally, L. Brown, a consultant that will be presenting a strategy to strengthen our links with the media.</p>
Approval of the agenda	<ul style="list-style-type: none"> • Changes/modifications to the agenda are noted (i.e. the agenda has been modified to add the following points of discussions: ...). • A motion is passed to approve the agenda. 	<p>Approval of the Agenda:</p> <p>MOTION:</p> <p>Approval of the Agenda with the following modifications:</p> <ul style="list-style-type: none"> • Item 3 related to update on activities: Report by Dr W. Smith on the upcoming scientific congress. • Item 5(a) related to Old Business: Draft position statement on MNH. <p>Motioned moved by Dr Young Seconded by Dr White Passed</p>
Approval of the minutes of the last Board/Executive	<ul style="list-style-type: none"> • To facilitate the approval of the minutes process, have the draft minutes of the previous meeting reviewed by the President and/or a 	<p>Approval of the Minutes of the last meeting:</p> <p>MOTION:</p>

Committee Meeting	<p>designate before being circulated to other members.</p> <ul style="list-style-type: none"> • Committee chairs have the responsibility to ensure that the summaries provided in the minutes relate to their reports and/or discussions of the meeting pertaining to their work and are well documented. 	<p>Approval of the Minutes of the [DATE] Board/Executive Committee meeting with the following modifications:</p> <ul style="list-style-type: none"> • Item XXX, • Item XXX, <p>Motioned moved by Dr Young Seconded by Dr White Passed</p>
Matters arising from last meeting	<ul style="list-style-type: none"> • This is an opportune time to review progress on ACTIONS noted in the previous meetings' minutes. • If an issue remains unresolved during the course of several meetings, it is possible to reinstate as a discussion point within the Agenda of a consequent meeting. 	<p>Matters arising from the last meeting:</p> <ol style="list-style-type: none"> 1. Upcoming Scientific Congress: W. Smith, the Co-ordinator of the event, reported that the organisation of the Congress was going well. All of the international speakers have been confirmed and 65 delegates have registered to date. 2.
Update on activities since the last meeting	<ul style="list-style-type: none"> • The minutes should provide a record of all updates provided: who provided the update and a brief summary of the updates. • Motions/actions are also recorded and clearly identified. • Consider writing up your minutes using point form. 	<p>Update on activities since the last meeting:</p> <p>Dr Smith provided a brief summary of the association's main activities during the month.</p> <ol style="list-style-type: none"> 1. The proposal presented to the Ministry of Health (MOH) related to the scale up of maternal mortality audits was reviewed by MOH officials. Suggestions were made and potential funders identified. <p>ACTIONS:</p> <ul style="list-style-type: none"> • Dr J. Smith and Dr Young will review a draft proposal to incorporate modifications suggested by MOH. • Dr J. Smith will contact UNFPA to explore funding opportunities; Dr Young will contact MacArthur Foundation for the same. <ol style="list-style-type: none"> 2. The upcoming Board/Executive Committee annual retreat is schedule for 10 and 11 March. It was suggested that it be held at the Emerald Lake Lodge. It was noted that the costs of this venue respects the budget forecast that has already been incorporated into the association's annual comprehensive

		<p>budget. The retreat programme was discussed, as well as the need to recruit a facilitator to lead a one-day discussion related to mid-term review of the strategic plan.</p> <p>MOTION:</p> <p>That the upcoming Board/Executive Committee annual retreat be held at the Emerald Lake Lodge on 10 and 11 March 2013.</p> <p>Moved by: Dr White Approved by: Dr Young Passed</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • Dr Smart will seek to identify potential consultants with expertise related to evaluating strategic plans. • Dr J. Smith will prepare for review at the next meeting a draft 2-day programme for the retreat.
<p>Treasurer's Report</p>	<ul style="list-style-type: none"> • A treasurer's report should be incorporated into all Board/Executive Committee meetings. • The Treasurer should ensure the appropriate actions on the following financial management activities at the Board/Executive Committee level: <ul style="list-style-type: none"> ○ Review and approval of the annual comprehensive budget (once per year); ○ On a quarterly basis, review and discuss variances and approve the financial reports, including the statements of financial position, operations 	<p>Treasurer's Report:</p> <p>Dr White presented the quarterly report for the period from 1 January to 31 March 2012 for review (see copy in appendix). The variances between the budgeted and actual expenses for the budget item related to the rent of the national secretariat was noted and discussed. It was suggested that the association may want to consider moving locations if no agreement was reached with the current owner. Also noted was the slow incoming revenues related to membership fees.</p> <p>MOTION:</p> <p>That the quarterly report for the period from 1 January to 31 March 2012 be accepted.</p> <p>Moved by: Dr Young</p>

	<p>and cash flow;</p> <ul style="list-style-type: none"> ○ At the end of the year, review and approve the final financial report. <ul style="list-style-type: none"> ● Other discussion points include: <ul style="list-style-type: none"> ○ Review and approval of financial management policies; ○ Updates on financial issues related to special projects; 	<p>Seconded by: Dr White Passed, with one abstention</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> ● Dr Young will meet the owner of the building where the association has its national secretariat to explore ways to maintain rent at the current level until the end of the year. ● Finance Committee will explore other venues for the national secretariat. ● Office administrator will be requested to send a monthly reminder to all members related to annual membership fees.
Other Business	<ul style="list-style-type: none"> ● Not all discussion points require motions and/or actions. ● Remember: keep the summaries brief. 	<p>Other Business:</p> <p>Old Business:</p> <ul style="list-style-type: none"> ● Dr J. Smith reminded members that we are still awaiting feedback from UNFPA related to our draft position statement on MNH. They are to provide it next week. <p>New Business:</p> <ul style="list-style-type: none"> ● None. <p>Announcements:</p> <ul style="list-style-type: none"> ● None.
Next meeting	<ul style="list-style-type: none"> ● Even though the Board/Executive Committee Meetings might have already been scheduled for the full year, it is a good practice to remind members and record in the minutes the date, time and venue of the next meeting. 	<p>Next meeting:</p> <p>The Board/Executive Committee’s next meeting will be held on [DATE] at 14:00 in the association’s national secretariat.</p>
Adjournment		<p>Adjournment:</p> <p>The meeting was adjourned at 15:45.</p>