



**Scottish Canoe Association**  
**Comann Curach na h-Alba**

## **Minute Taking Policy**

Last approved by Board: 16th August 2022

**Effective from: August 2012**

Last updated by: Head of Coaching and Development

This policy outlines best practice when taking minutes to provide an accurate, impartial and balanced internal record of SCA meetings.

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## Function

The taking of minutes is carried out for two main reasons:

- For the Board or Committee to be able to recall decisions that it has taken, accurately in order to build on this for the future
- To enable proof of compliance

## Purpose of minutes

- To enable there to be a clear list of decisions taken and actions agreed

## What minutes are not

They are not:

- a transcript of a conversation/meeting, and should not be confused with process recordings as used in therapeutic relationships. A transcript can run into two problems, one of confusion due to the amount of content, and far too much for busy people to read
- a 'he said, she said' list
- a substitute for being at the meeting – the process of the meeting cannot be accurately recorded

## Format

All Google Documents or Google Forms created in relation to Board positions will have Accessibility features enabled.

## Minutes templates

Meeting minute templates are available from SCA Google accounts (selecting File -> New -> From Template Gallery. All committee have access to these templates.

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## Content

- Title of Committee/Board/Group
- Date and venue of meeting
- Names present, with titles/roles – avoid nicknames, shortened names and initials to be used
- Those not present, apologising for absence
- Clear list of agenda items, with decisions taken, or not, whether 'pending', 'to be discussed again' etc.
- Names of person responsible for action, and the timescale in which it is agreed that this action will be taken. An Action List can be used to summarise the agreed actions. NB actions can only be assigned to those present at the meeting

- All abbreviations, acronyms etc. must be explained. In general, people referred to outside of the group should be identified by their role rather than by e.g. 'John' or 'Jane'
- Nobody should be referred to in a defamatory way. If there is an issue or complaint about somebody not present, it should both be minuted in a polite way, and the action recorded, and by whom, to put the matter right
- In line with data protection principles, where it is not necessary to the business of the meeting to identify individuals that are not present, reference should not be made to people's names or personal data.
- Long conversations cannot be accurately recorded, and are usually referred to as 'much discussion took place...', or 'the Committee had trouble coming to a conclusion'

## Desired outcome

- For those reading minutes, whether internal or external to that group, to be clear as to the role and function of the group

## Record Keeping

- Final minutes for each Committee/Board/Group will be saved by a staff member in the appropriate file and added to the JustGo documents section for viewing by SCA Members.