



Minute-Taking Online Course

November 14, 21 & 28, 2023
10 -11:30 am PST

Do you want to learn how to take comprehensive yet concise minutes that fulfill legal requirements and operational standards? Then this program is for you! If you take minutes for your council, board, or other organization and want to learn administrative best practices this program is a must. Recognize your role in creating a successful meeting, going beyond taking notes for minutes, and ensure that your minutes have legal force and effect.

Course Format: This online series consists of three x 90-minute webinars with Q&As and an overview of the assignments, with follow-up sustainment activities and resources. Attend webinars; review additional resource documents; work on assignments on your own time; and submit your assignments for review, coaching, and direct feedback before the next assignments are due.

Note:

- *Recordings of live webinars (Nov 14, 21 & 28) will be posted to the Moodle virtual classroom so that participants may review if they are unable to attend a live session.*
- *To receive a certificate of completion, all 3 assignments must be completed and submitted prior to the deadlines noted on page 2. Extensions will only be considered in extenuating/emergency circumstances.*

November 14 **Module 1: Before the Meeting Organization** (webinar and assignment)

November 21 **Module 2: During the Meeting** (webinar and assignment)

November 28 **Module 3: After the Meeting** (webinar and assignment).

Cost: \$610 + GST LGMA member and \$700 + GST Non-member

Registration: [Register online](#) for all 3 modules by **October 31, 2023**. Log-in information will be sent to registered participants 2 weeks before the first session. Maximum 30 participants.

Cancellation Policy: No refunds will be provided after **October 31, 2023**.

Digital Release:

Photos of participants may be used for the purposes of LGMA educational and promotional material and publications, including future website or social media materials and promotions. Video recordings of presenters/faculty may be utilized in future educational programming and though your comments will not be utilized, your image may appear on Zoom if you were a participant in the session. Please email office@lgma.ca if you DO NOT CONSENT to your image being used for this purpose.

INSTRUCTOR: Lisa Zwarn

Lisa Zwarn has been working in and with local governments for more than 30 years. A former Corporate Officer, she has been actively involved in the Local Government program with Capilano University, teaching courses in the areas of Administration, Services and Corporate Administration and with Coast Mountain College, teaching courses in the areas of Law and Services. Lisa is also a frequent presenter at LGMA training events in subject areas within Corporate Administration, including bylaw drafting and freedom of information and protection of privacy.

COURSE OUTLINE

November 14 - MODULE 1: Before the Meeting Organization

Module 1 is focused on:

- how to review the material in order to develop familiarity with the topics to be discussed and to summarize content for the minutes;
- identifying and establishing an organization's minute taking standards to ensure consistency between the organization's committees; and
- becoming familiar with how parliamentary procedure impacts the content of the minutes.

The webinar and assignment will highlight the role and expectations of the minute taker, the purpose and types of minutes, how to prepare as well as how to determine what type of minutes to take (formal or informal), and parliamentary procedure for minute taking.

Assignment:

You will be asked to prepare minute taking standards policy for your organization using a template provided by the instructor.

Submission deadline: November 18.

November 21 - MODULE 2: During the Meeting

Upon completion of this module, you will understand:

- how to prepare material and resources for meetings to ensure the efficient and effective use of meeting time;
- how to create useable main motions and learn how to assist Governing Body/Committee members to do the same
- how amendments impact the recording of main motions
- Ensure that the minutes have legal force and effect

The module will provide an overview of how to distill the essence of the motion, create content for different types of main motions in Council/Board Meetings, the proper use of recitals, and the difference between "receiving", "accepting" and "adopting" recommendations and reports.

Assignment:

You will be required to identify what is wrong with motions as they are drafted.

Submission deadline: November 25

November 28 - MODULE 3: After the Meeting

The final module will focus on how to follow up on work and action item lists, proofing your minutes using a systematic approach, handling specific parliamentary tools (consent agenda, division of the question, notice of motion, appeals), as well as provide general pointers.

Assignment:

Your final assignment will be to provide a copy of open meeting minutes that you have prepared for feedback or prepare minutes from a narrative story.

Submission deadline: December 9.