



Minute-Taking Online Course

November 18, 25, and December 2, 2025

Cohort 1: 10:00 – 11:30 a.m. PST

Cohort 2: 1:00 – 2:30 p.m. PST

Do you want to learn how to take comprehensive yet concise minutes that fulfill legal requirements and operational standards? If you take minutes for your council, board, or organizational meeting 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.

NEW – Additional Cohorts! To increase access to this high demand course, the LGMA is piloting a dual-cohort model. Registrants can access the same course content in either the morning session (Cohort 1) **OR** the afternoon session (Cohort 2), subject to availability.

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.

November 18	Module 1: Before the Meeting Organization (webinar and assignment)
November 25	Module 2: During the Meeting (webinar and assignment)
December 2	Module 3: After the Meeting (webinar and assignment)

Note:

- *Recordings of live webinars (Nov 18, 25 & Dec 2) will be posted to the Moodle virtual classroom so that participants may review if they are unable to attend a live session. Participants are encouraged to attend all sessions to get the most out of their learning experience.*
- *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.*

Eligibility: BC local government employees whose job requirements currently include minute taking.

Cost: \$704 + GST LGMA member and \$808.50 + GST Non-member

Registration: [Register online](#) by **November 4, 2025**. Select a cohort option of your choice when registering. Information will be sent to registered participants one week before the first session.

Cancellation: No refunds will be provided after **November 4, 2025**.

INSTRUCTOR:

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, elections, and freedom of information and protection of privacy.

COURSE OUTLINE

November 18 - MODULE 1: Before the Meeting Organization

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

Learning outcomes:

- Learn how to review the material in order to develop familiarity with the topics to be discussed and to summarize content for the minutes
- Identify and establish an organization's minute taking standards to ensure consistency between the organization's committees
- Become familiar with how parliamentary procedure impacts the content of the minutes

Assignment (by November 24):

- Answer a quiz pertaining to minute-taking standards

November 25 - MODULE 2: During the Meeting

This module will provide an overview of how to set up for the meeting, distill the essence of the motion, create content for different types of main motions in Council/Board Meetings, the proper use of recitals and terms, and how to handle and record amendments.

Learning outcomes:

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

Assignment (by December 1):

- Answer a quiz pertaining to recording of motions.

December 2 - 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.

Learning outcomes:

- Create work plans arising from the minutes
- Develop a consistent method of proofing minutes to avoid errors
- Recognize what is needed to handle specific situations that change, what is recorded in the minutes
- Use best practices to improve the quality of the minutes

Assignment (by December 8):

- Answer a quiz pertaining to proofing minutes, using different tools, and best practices for minute taking.