

Lessons Learned for APICS Secretary

Meeting Minutes

- 1) Type up the minutes the next day or two after the meeting while details are still fresh in your mind and any notes you have taken have more meaning.
- 2) Email the minutes to the entire board within three business days of the board meeting. This gives board members plenty of notice to work any action items and helps keep informed those members that were not able to attend the meeting.
- 3) Keep a separate list of action items with the meeting minutes. This helps a person to quickly find their actions without having to read the entire minutes.
- 4) Bring 3-4 copies of the minutes to the next board meeting since many people do not print them out and like to review a hard copy before approving the minutes.
- 5) Use agenda as format for meeting minutes (updates in blue)
- 6) Utilized Laptop to capture minutes during meetings
- 7) Utilize Presidents meeting agenda email to ensure correct distribution list
- 8) Send to Web-Master to promptly post on web-site
- 9) Call for last months metrics at the beginning of month
- 10) Utilize position names rather than actual names
- 11) Minutes should follow” Roberts Rules of Order”

Metric Accuracy

- 1) Modifications go into the spread sheet directly (enabling copy & paste).
- 2) Modifications are highlighted so that they are easy to identify
- 3) Always saved by secretary to the same location
- 4) Reply to email request and return the file by adding your name to the end of the name of the file

This position requires 2-3 hours/month on average.