

2009 USMS Convention — Chicago, Ill.

INSTRUCTIONS FOR COMMITTEE MEETING MINUTES

PLEASE SHARE THIS INFORMATION WITH THE PERSON WHO WILL PREPARE YOUR MINUTES

As you are aware, the minutes from your committee meetings become part of the history of our organization and they are posted on the website immediately following convention. It is important that the minutes be accurate and easy to follow. To that end, please pay close attention to these instructions as well as the forms intended for minutes and attendance.

Please familiarize yourself with the procedures for reporting the minutes of your meeting(s) in advance. You may not have prepared minutes before — let me know if you have questions.

Committee Chair Folder: Your COMMITTEE NUMBER is on the FRONT of your folder. This number should be put in the “Report #” box that you will find in the upper right corner of the minutes template. The folder contains:

1. Attendance sheets to be used at your meeting(s). Please check to see that I have given you enough. The sheets should be distributed during the meeting and collected so they can be turned in along with a hard copy of your minutes. If you need more forms, see me, or else go to www.usms.org/admin/conv09 where you will find attendance sheets and other forms that can be printed for your use.
2. Reimbursement forms for your convention expenses. Your registration, travel and hotel expense is charged to the CONVENTION COORDINATOR. You must include receipts for airfare, hotel room and registration fee with your completed form. Turn the form and receipts in to Victor Buehler, who will sign it and forward it to the controller.

Preparation of Minutes:

1. Record your minutes using the template emailed to you by me. It is also available at www.usms.org/admin/conv09/. You should save the form to your laptop computer (or the computer of the person who will be doing minutes for you) or onto a USB drive (you can then open the file on any computer). Please rename the file with your minutes using the name of your committee (so I can tell them apart).
2. List the names of your attending committee members. Note that there is a space provided to list separately the committee members and other delegates who attend your meetings.
3. To be consistent, please use the abbreviation “MSA” (moved, seconded, approved) when appropriate. “MS, motion failed” is used when the motion does not pass.
4. Delete all red instructions and unnecessary information before printing the minutes.
5. Indicate, in the box provided, the committee report # that corresponds to your place on the HOD agenda. It is on the front of your folder.
6. Save your minutes on the computer you are using or a USB drive. Then email them as an attachment to me at secretary@usms.org. All the computers in the USAS office have Internet access.
7. PROOFREAD your minutes BEFORE submitting them for distribution. You might ask a couple of your committee members to assist with this.
8. Please do not change font or any other formatting in the template. We want our minutes to be consistent.
9. Print a copy of your minutes for printing. Fill out a form in the USAS office and ask for 260 copies. They should be double-sided, stapled and hole-punched. NOTE: Your minutes must be prepared, copied and distributed to the delegates BEFORE you give your report to the HOD.

You will need to turn in all roll sheets when you come to the podium to give your report. Please return the folder as well (so I don't have to buy new ones next year). When you give your report, please discuss only items requiring action by the House and proposed expenditures. Do not go into details that the delegates can read for themselves in your minutes. Any activities internal to your committee go in the minutes, but are not truly action items.

THANKS for all your hard work!

Meg Smath
Secretary