

Recording Guidelines for the Arts & Humanities Council

Approved February 7, 2002

- Responsibility for taking minutes is assigned alphabetically according to the council's roster, located on the web. If the designate is unable to attend, the following meeting's recording assignment will revert to the person who was unable to take his/her regular turn. The Chair will coordinate/confirm the assignment.
- The published Agenda (with any stated additions) will serve as the outline. Additionally, the names of attendees and a separate list of guests will be added, and the chair and recorder identified.
- The text of the minutes should be concise and serve as a record of the discussion, including only the essential facts or the gist of the conversation of the group as a whole, without name attributions unless they refer to the person leading the agenda item, lead to action items, or relate to other Council actions that affect the A&H Council. Names of guest speakers (from the Library and outside) should be attributed.
- Action items should be clearly described, including the name(s) of those who will be responsible for follow up. These items should be set apart from the text preceded by the heading "ACTION ITEM."
- Draft minutes should be prepared for review as soon after the meeting as possible. A preliminary review should be done by the Chair, guest speaker(s) and anyone the Chair designates.
- Final draft minutes should be sent to the council reflector (arthumco) with a cc to the guest(s) in attendance. The review period should be five working days.
- Final plain text minutes (without attachments) should be emailed to allusers (library staff) and to ahcarch (A&H Council archive) at least one week prior to the next meeting date.