

College of Massage Therapists of British Columbia
Policy on Board Minutes

Passed by the Board on January 27, 2014

Context for the Policy

The primary purpose of Board meeting minutes is to create an official record of discussion and decisions during Board meetings. They should be detailed enough that a Board member who did not attend the meeting can understand what occurred. They are not a verbatim transcript of the meeting, and they are not intended to identify individuals who disagree with decisions made by the majority of the Board. Recording dissenting votes on a regular basis is an impediment to the concept of the Board “speaking with one voice”. Recording votes may suggest that there are divisions within the Board when it is preferable to present a united position on a decision.

Meeting minutes are important documents for recording decision-making and tracking the evolution of issues and the history of the organization. They provide an opportunity for the Board to create a record of compliance with its multiple legal obligations. For example, minutes that reflect the review and approval of the annual operating budget are evidence that the Board is ensuring the financial integrity of the organization.

Key principles

- Minutes should be an accurate and complete record of what took place at a meeting. They should cover both the decisions made and the thought process that led to them.
- Minutes should focus on key points and decisions and primarily on the group as a whole, not on what each individual said or did.
- It is not necessary or advisable to record the name of the person making the motion or seconding it.
- Individual votes are not normally recorded unless a member has requested that their dissent or abstention be recorded. This should be used in those cases where a matter of principle or major disagreement occurs.
- Abstention from discussion and voting should be recorded in cases where a member has declared a conflict of interest.
- Minutes should be reviewed thoroughly and be free of typographical, grammatical and technical errors.
- Minutes should be logically organized, even if the meeting itself was fragmented and confusing. If the group addresses an agenda item sporadically throughout the meeting, all events that relate to the same item should be grouped in one place.
- Each Board member has an obligation to review the minutes of meetings he or she attended carefully for accuracy. Members who disagree with draft minutes should bring their objection forward at the next meeting prior to approval of the minutes at the next Board or Committee meeting.
- As soon as minutes are approved by the Board, the minutes become the legal record; previous drafts and notes should be destroyed.
- Normally, draft minutes will be distributed to the Board within ten working days following a Board meeting.

Content of Minutes

- Date, time and location of the meeting;
- Board members in attendance, including times when Board members enter or exit the meeting;
- Other individuals present during the meeting;
- Concise readable summaries of discussions, without attributing comments or points to individuals;
- Points made in favour of a motion, and points made against the motion;

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- Decisions made, and actions to be taken by individuals or committees.

In-Camera meeting Minutes

Decision-only minutes may be used for In-Camera meetings.