



Guidelines for Minute-Taking - Anglican Diocese of Ottawa

Minutes for parish and congregational meetings need to balance confidentiality and privacy with transparency and clarity regarding due process and decisions made.

Minutes should be relatively short, recording only the general sense of discussion, not all opinions and statements. Minutes should not name names within discussions. A curated list of key questions asked and suggestions made can be useful at times.

If committee chairs want a full report of their committee's work to be included in the minutes, they must submit a written report rather than expecting the recording secretary to take fulsome notes.

Minutes should include:

- the group name;
- the first and last names of members who are present and who are absent;
- the time the meeting begins and ends;
- the location or medium of the meeting (e.g. Zoom);
- a concise summary of action taken by the group (if any) since the last meeting;
- the names of the persons making and seconding motions (in cases where a formal motion is required);
- a copy of any document(s) introduced during the meeting;
- a summary of discussion points (concise statements of the issues raised and concerns reflected during the discussion);
- a summary of key action items, future steps, and who will take them;
- the name and title of the person responsible for taking minutes.

Minutes should be kept in a form and location which allows easy access for group members. All reports distributed at the meeting should be included with the minutes.

Forward an electronic copy of all Vestry and Council minutes and supporting documents once a year to the diocesan archives at <https://ottawa.anglican.ca/resources/archives/>.

The Venerable Linda Hill

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