



Get going on...



Agendas and Minutes

What's an Agenda?

The agenda is your meeting plan. It's what you are going to talk about and, more importantly, what you need to decide. A good agenda keeps the meeting focussed and helps everyone prepare.

It's a good idea to send the agenda out in advance of the meeting, giving all attendees time to prepare and read any necessary materials to stay up to date on the topic.

To save time and keep agendas consistent, you can use an agenda template, which highlights the important and necessary components of a meeting.

Tips for effective agendas:

- Send it out early, along with any readings, reports, etc.
- Make each item clear, what's the topic, and what is the decision to be considered.
- Include who is leading each item.

Do your homework!

- It usually only takes a few minutes to read and understand the agenda and supporting documents, but this preparation can save an hour or more during the meeting.
- Read the minutes of the previous meeting shortly after that meeting. Don't wait until you get to the next meeting expecting the chairperson to read them out loud.
- If you have questions about anything on the agenda or the supporting documents, it's fine to ask questions of people before the meeting. Remember, the more preparation everyone does before a meeting, the more time-effective the meeting will run.



- If the report has been provided beforehand, there is no need for a verbal presentation. The meeting primarily focuses on addressing contentious issues, while routine matters can be swiftly addressed.
- Investing just a few minutes to read and comprehend the agenda and supporting documents beforehand can potentially save an hour or more of valuable meeting time.

What's a Minute?

Minutes are your club's memory. Minutes do not have to be complicated and do not need to be a complete transcript of everything said during the meeting. They are a record of what happens at the meeting and should be action-focused.

As your agenda outlines what you intend to decide at a meeting, the agenda should form the basis of the minutes.

What to include in your minutes:

- Who attended
- Key reports and discussions
- What was decided (motions)
- Who's doing what and by when

Tips for writing minutes:

- Use the agenda as a guide.
- Take notes as you go — don't wait until later.
- Keep it simple and action-based.
- Share them promptly after the meeting.

Quick Wins:

- Use templates to make it easier.
- Record the meeting (if needed) for backup, but don't rely on it.

A good agenda and clear minutes make your club smarter, faster, and more organised. Keeping minutes electronically using meeting software will make life even easier with sample wording of motions and automated names and positions prepopulated in the software.

Look out for...

Want to build on your meeting knowledge? Take a look at:

Get Going On... *Making Meetings Matter*

Get Going On... *What happens in a Meeting*

Get Going On... *AGM's without the Stress*