

## ANNUAL BUSINESS MEETING (ABM) MINUTES

### HOW TO WRITE THEM AND THE TEMPLATE

HERE ARE KEY POINTS TO REMEMBER BEFORE STARTING THE MINUTES:

- The minutes are an official document.
- Remember that meeting minutes are for future and outside readers as much as they are for the people present. Make sure whatever you write down will be clear to people coming into the process at a later time.
- Typing meeting minutes on a laptop can make the process quicker and easier; however, a pen and paper work well, too, and might keep you from writing down too much information.
- Make a note of who is present. If necessary, pass around a sign-in sheet.
- Use the template below as an outline for the minutes.
- Details do not belong in meeting minutes. Do write down any motions and decisions made and the key findings of any committee reports.
- Use bullet points to make the minutes easier to read. Each bullet statement should represent a different finding, discussion, or decision. Use nested bullets (bulleted statements within a bullet) if appropriate.
- Make a note of issues that were tabled until future meetings; this will serve as an important reminder to the board and committee members of things that still need to be done.
- Transcribe or review minutes as soon as possible after the meeting, while your memory of what happened is still fresh.
- Before you submit the meeting minutes, proofread for typos and omissions.
- \*\*\*Remember- It is important to honor anonymity in all meetings and its minutes. This means only first name and last initial are to be used at all times. \*\*\*

PLEASE SEE THE ATTACHED TEMPLATE FOR SPECIFIC WRITING INSTRUCTIONS FOR THE ABM MINUTES:

## TEMPLATE

**[TITLE OF THE ORGANIZATION] Sex and Love Addicts Anonymous**

**[TITLE OF THE DOCUMENT] Annual Business Conference/Meeting Minutes**

**[DATES OF THE EVENT]**

**[LOCATION OF THE EVENT]**

[THE THEME OF THE EVENT IN QUOTES, A TRADITION]

[SOURCE OF THE QUOTE] (*S.L.A.A. Basic Text*)

**[INSERT] Most used abbreviations:**

BOT – Board of Trustees

FWS – Fellowship-Wide Services

CCC – Conference Charter Committee  
 ABM – Annual Business Meeting  
 ABC/M – Annual Business Conference/Meeting  
 CSM – Conference Service Manual

**[DAY, DATE, TITLE OF THE BUSINESS SESSION, TIME OF THE SESSION]**

**For the initial session**

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[ROLE ASSIGNMENTS, MICRO, MACRO, BACK-UP, TIME KEEPER(S), RECORD KEEPER(S), SPIRITUAL REMINDER, VOTE COUNTERS]

[NUMBER OF SEATED DELEGATES]

[WHAT NUMBER CONSTITUTES A QUORUM FOR THE ABM]

[INSERT WHAT COUNTRIES ARE BEING REPRESENTED]

[ACTIVITIES OF THE SESSION: INTRODUCTIONS OF PARTICIPANTS, INTRODUCTION OF THE PROCESS, SUMMARIZED LOGISTICAL EXPECTATIONS (BATHROOMS, COPIER USE, MEALS, CLEAN-UP, ETC.), CHECK-INS, BOT REPORTS, CONFERENCE COMMITTEE REPORTS]

INCLUDE THE PERSON PRESENTING THE REPORT-FIRST NAME AND LAST INITIAL

REPORTS ARE \*SUMMARIZED- \*an abbreviated version that captures the intent/main points of the report.

**For any presentations**

[TITLE OF THE PRESENTATION, DAY, DATE, TIME OF THE SESSION]

[ROLE ASSIGNMENTS]

[NAME(S) OF THE PRESENTER(S)]

[CONTENT OF THE PRESENTATION]

1. SUMMARIZED- SEE ABOVE DEFINITION
2. \*PARAPHRASED - \*Paraphrasing is a brief rephrasing of information provided by the speaker that provides a restatement of the essence of the information in your own words
3. THE RECORDER MUST HAVE \*OBJECTIVITY - \*having no prejudice; impartial; fair

**For each business session (not including the initial or final sessions)**

**[DAY, DATE, TITLE OF THE SESSION, TIME]**

[ROLE ASSIGNMENTS]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMBER OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

[WHAT VOTING METHOD-PHASE I OR PHASE II]

[LIST OF BMIS ITEMS, INCLUDE NUMBER, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

In Phase I:

[NUMBER, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

[INSERT THAT COMMITTEE REPORTS WERE HEARD AND QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[OUTCOME OF PHASE I VOTING- MOVED TO PHASE II, IF VOTED ON- INCLUDE THE NUMBER OF YEAS, NAYS, AND ABSTENTIONS USING THIS FORMAT: # OF YEAS-# OF NAYS- # OF ABSTENTIONS]

In Phase II:

[NUMBER, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

[INSERT AN ABBREVIATED VERSION OF THE ALL COMMITTEE REPORTS AND NOTE THAT QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[SUMMARY OR PARAPHRASE OF 3 PROS AND CONS (PERSONS MAKING COMMENTS ARE NOT IDENTIFIED)]

[OUTCOME OF EACH VOTE: YEAS-NAYS-ABSTENTIONS]

[SUMMARY OR PARAPHRASE OF THE MINORITY OPINION, PERSONS NOT IDENTIFIED]

[FINAL OUTCOME OF THE VOTE- Record final number, MOTION PASSED, MOTION DID NOT PASS, BINDING ON THE BOT- RESTATE "BY 2/3 VOTE OF THE SEATED QUORUM, ETC.]

[INSERT ANY OTHER VOTING PROCESS AND ITS RESULTS, STRAW POLL, UP-DOWN VOTE, GROUP CONSCIENCE, ETC.]

[MAKE NOTE OF ANY TABLED MOTIONS AND UNADDRESSED IFDS]

For IFDs:

[NUMBER, CONTENT OF THE MOTION OR IFD, WHO SUBMITTED]

[INSERT TIME LIMITS FOR COMMENTS]

[INSERT AN ABBREVIATED VERSION OF THE ALL COMMITTEE REPORTS AND NOTE THAT QUESTIONS FOR CLARIFICATION WERE ANSWERED]

[SUMMARY OR PARAPHRASE OF COMMENTS (PERSONS MAKING COMMENTS ARE NOT IDENTIFIED)]

[INSERT THAT THE BUSINESS WAS ENDED AND LIST OTHER ACTIVITIES FOLLOWING THE SESSION: MEALS, CONFERENCE AND BOT MEETINGS, QUIET TIME, GETTING CURRENT MEETINGS, TALENT SHOWS, AUCTIONS, ETC.]

### **For the BOT Elections**

**[DAY, DATE, TITLE OF THE SESSION, TIME]**

[ROLE ASSIGNMENTS]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMBER OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

\*\*\*\*\* [OUTCOME OF THE ELECTION- NAME AND LAST INITIAL OF ELECTED AND CONFIRMED BOT MEMBERS WITH LENGTH/PERIOD OF TERM NOTED]\*\*\*\*\*

### **For the final session**

**[DAY, DATE, TITLE OF THE SESSION, TIME]**

[ROLE ASSIGNMENTS AND INTRODUCTION OF THE (NEW) CHAIRS OF THE BOT AND CCC]

[HOW THE SESSION OPENED, SILENCE, PRAYER, 12 STEPS, 12 TRADITIONS, ETC.]

[NUMBER OF SEATED DELEGATES AND WHETHER THE QUORUM WAS MET]

[SUMMARIZE THE FINAL REPORTS USING THIS FORMAT

NAME OF COMMITTEE

CHAIRS AND/OR VICE CHAIRS

PROJECTS

BUDGET

INFORMATION FOR FIRST MEETING]

[LIST MEMBERS OF THE BOT COMMITTEES-CHAIR, BGNC, BFOC, BPRC]

[LIST BOT LIAISONS TO THE CONFERENCE COMMITTEES- NAME OF COMMITTEE AND BOT LIAISON]

[INSERT THE CONFERENCE COMMITTEES AND THE OUTCOME OF THE CONFERENCE COMMITTEE CONFIRMATION VOTE \*INCLUDE THE NUMBER OF YEAS AND NAYS]

[SUMMARIZE ANY LAST ANNOUNCEMENTS AND ACKNOWLEDGEMENTS]

[SUMMARIZE THE CLOSURE OF THE FINAL SESSION AND THE ABC/M]

Some extra tips:

- Summarize any process, procedure explained, and/or at the very least, an acknowledgement the information was dispensed.
- Use good summarization and paraphrasing skills.
- Be objective at all times.
- Ask for clarification of any actions or for repetition of any statements.
- Review previous years' minutes for the structure.
- It is not necessary to include 30 or 60 second silences.
- \*\*\*It is important to honor anonymity in all meeting and its minutes. This means only first name and last initial are to be used at all times.\*\*\*