ROSC Resource- Meeting Minutes

Meeting minutes are the official record of what was discussed, decided, and assigned during a meeting. For ROSC councils, minutes are also a grant deliverable and should clearly show the work happening in the community.

What to include

- Meeting date and attendance, including in-person and virtual attendees if applicable.
- A brief summary of key discussions, decisions, and next steps.
- Action items, including who is responsible and any timelines.
- Updates on deliverables, sector engagement, outreach activities, education, and community input.

If your ROSC has a board

- Include who called the meeting to order, attendance, quorum status, motions, voting results, conflicts of interest, abstentions, and adjournment time.
- Minutes should be approved at the next meeting by eligible voting members.
- Voting member rules should be defined in your Membership Protocols and tracked if used.
- Robert's Rules of Order is recommended for voting and meeting protocols.

Helpful reminder

A person who missed the meeting should be able to read the minutes and understand what happened, what was decided, and what needs to happen next.

Deadlines and sharing

- Send minutes to your ROSC email list within one week of the meeting.
- Upload the current month's minutes in the ROSC Hub by the 15th of the following month.
- Attach relevant event flyers, partner flyers, or meeting materials when helpful.
- Clear minutes create a historical record of your ROSC's community work.

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