

The background features a series of horizontal, wavy black and white stripes that create a sense of movement and depth. A dark grey rectangular box is positioned on the left side of the image, containing the text. The text is centered within the box and is written in a white, serif font.

AREA 72
SECRETARY
WORKSHOP

Agenda

- Introductions
- Purpose of meeting minutes
- Before & after the meeting
- How detailed should I be?
- Formats & suggestions
- Questions



INTRODUCTIONS

- I. What is your name and service position
- II. Any specific topics you want to discuss today?



PURPOSE OF MEETING MINUTES

Meeting Minutes are Vital

The Secretary is a crucial position to the meeting

- Reference point for those who could not attend
- Helps the meeting leader remember key items
- Capture action items to action between meetings
- Help to create agenda for next meeting
- Capture motions and discussion topics
- Archival purposes

Send them out timely



BEFORE & AFTER THE MEETING

Prepare in Advance

Meet with the chair/DCM/ or meeting leader to discuss the flow of the meeting

Send out meeting agenda in advance

Send out request for reports in advance - consider providing a provide a format template

Outline your meeting minutes in advance using the agenda - insert any reports received in advance

After the Meeting

Let the attendees know when they can expect the minutes

Share drafted minute with meeting facilitator for feedback – another set of eyes is always best!

Highlight or note key items that will be on the agenda for next meeting

Question:

How detailed should the minutes be?

- ➔ Minutes are not a transcription of the meeting
- ➔ Capture key points, old business/new business, discussion topics, motions, action items for future reference.
 - Ask self in three years what would I want to know?
- ➔ Put names or not to put names? Up to you and the meeting leader
 - First names can be helpful if there are follow-up questions -
In future years you know who to speak with on the topic



FORMATS
&
SUGGESTIONS

**Agenda should
easy to read &
outline flow of
meeting**



Event: NAME
Date: x/x/21
Hosted by DX
Meeting ID: 0000000
Passcode: 0000000

9:30-10:00 am	Open meeting/Fellowship (Motion to Record?)
10:00 – 10:15	Opening <ul style="list-style-type: none">→ Serenity Prayer→ Read Twelve Traditions→ Read Twelve Concepts→ Remote Communities→ Host Committee Announcements→ XX
10:15 – 10:30	Introductions <ul style="list-style-type: none">→ X→ X
10:30 – 11:00	Approval of Minutes Reports <ul style="list-style-type: none">→ Position Name→ X→ X
11:45-12:00	Topic X <ul style="list-style-type: none">→ x→ x
12:00	Old Business <ul style="list-style-type: none">→ x
12:30	New Business <ul style="list-style-type: none">→ x
1:00 ~ 2	Wrap-Up
	Close with Responsibility Declaration

Agenda should easy to read & outline flow of meeting

Event Name
Meeting Agenda
DATE

- I. Call to order & approval to record minutes (if in-person this is helpful)
- II. Introductions
- III. Approval of minutes from last month
- IV. Reports:
 - a) Committee Chair / DCM/ GSR
 - b) Other positions
- V. Open or Old Business Topics
 - c) X
 - d) X
 - e) X
- VI. New business
 - a) X
 - b) X

Adjournment with responsibility statement

XX QUARTERLY AGENDA

LOCATION/ADDRESS/ZOOM

DATE
HOSTED BY: DISTRICT XX



OPENING

- | | |
|----------------------|---|
| 10:00 am to 10:15 am | <ul style="list-style-type: none">• Serenity Prayer• 12 Traditions (Short Form)• 12 Concepts• AA Birthdays• Introductions: Name, District, Service Position |
|----------------------|---|

LEARNING N' STUFF

- | | |
|-------------------|---|
| 10:15 am to 11:30 | <ul style="list-style-type: none">• |
|-------------------|---|

LUNCH

- | | |
|----------------------|--|
| 11:30 pm to 12:30 pm | <ul style="list-style-type: none">• Other announcements? |
|----------------------|--|

BUSINESS

- | | |
|---------|--|
| 1:00 pm | <ul style="list-style-type: none">• Chair report• District Chair Reports<ul style="list-style-type: none">◦ Can ask prompting questions here too• New / old business if needed• Close - Responsibility Prayer |
|---------|--|

Date: _____

Attendees:



Service Position	Name	Update:
Check-in		
Treasurer Report (can attach full spreadsheet/written doc if available)		
GSR Report		
Old Business:		
New Business:		
Motions Made and Outcome (document exact language of motion): 		
Misc. Discussion:		
Action Items:		

No Secretary?

- Create a simple template, print (or save to email) and keep with your meeting items
- Ask for a volunteer each business meeting to take minutes using the template and return it to the GSR
- This allows for motion, action items and other discussion to be captured for historical purposes

Meeting Minute Best Practices

- Utilize the outline of your prepared meeting minutes to take notes real-time during the meeting
 - Helps streamline finalizing the minutes
- If someone didn't turn in a report in advance you can request a copy after
 - If you don't get a written report keep it simple, bullet point summary is fine
- Be thorough and to the point
- Re-read out loud to catch grammar or sentence structure errors
- Do not use last names on the document as distributed more broadly
- Ask for help if needed!

*If a presentation is provided by a presenter request a copy and retain for your archives



QUESTIONS?

Open Discussion