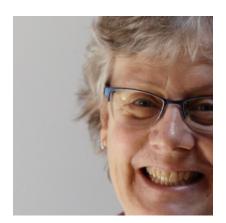


How to take better minutes: 5 SMART Tips

Pat Crosscombe

boardspace.co



Over the past five years, I've worked with dozens of board of directors from condominiums, homeowner associations, housing cooperatives, non-profts, and charities

This checklist gives you helpful tips for taking better minutes that anyone can do. Anyone can remember the 5 important tips to creating better minutes.

- Pat Crosscombe

	is for Sharp Design a format and develop a style that meets requirements, and preserves the corporate memories, without overdoing it.
J	I is for Mandatory lust do it. Get those minutes done and sent for review fast. Why wait for everyone to forget what happened during the meeting.
	Vrite an accurate account of what happened during the meeting.
	R is for Readable Avoid jargon, acronyms, and any temptation to add editorial or opinion to the ext.
L	is for Technology Utilizing technology is the only way to get full value from your minutes and make them SMART.

Pat Crosscombe

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