



How to take better minutes: 5 SMART Tips

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

☐ **S is for Sharp**

Design a format and develop a style that meets requirements, and preserves the corporate memories, without overdoing it.

☐ **M is for Mandatory**

Just do it. Get those minutes done and sent for review fast. Why wait for everyone to forget what happened during the meeting.

☐ **A is for Accurate**

Write 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 text.

☐ **T is for Technology**

Utilizing technology is the only way to get full value from your minutes and make them SMART.

☐☐☐☐

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