Managing the Minutes: Why Less is More

Presented By:
Armando Robles
Executive Administrative Assistant to the President and Trustees
Agenda:
- **Who** does Minutes?
- **What** even are Minutes?
- **When** are Minutes needed?
- **Where** are Minutes kept?
- **Why** are Minutes important?
- **How** are Minutes written?
Who does Minutes?

It’s a clerk! It’s a secretary!
No, it’s a Superhero!
What even are Minutes?

“The written record of meetings…”
(dictionary.law.com)

Minutes are not legally defined.
- Come from Army Officer Henry M. Robert
- “Robert’s Rules of Order”
- Set of mutually agreed upon rules of conduct based on British Parliamentary Procedure

Local policy trumps RRO.
If you have a local policy, follow it!

Or try to change it…
When are Minutes needed?

Required:
- Mandated

Not-Required:
- Still a good idea

Where are Minutes kept?

Important to keep an accessible archive for reference.
- Digital
- Software
- Hard Copy
Why are Minutes important?

It’s a clerk! It’s a secretary! No, it’s a Superhero, again!

Minutes are used for:
- Audits
- Legal challenges
- Decision-making
- Public access
How are Minutes written?

Should Include: Meeting Date & Type, Time & Location, Attendance, Action (motions and votes), Discussion*

Do’s:
- Use agenda as guide
- Capture action verbatim
- Interrupt if needed
- *Record what was done, not what was said

Don'ts:
- Be a stenographer
- Creates Liability
- Overuse adjectives
- Drown in minutiae
4. ORGANIZATION for 2024
Action: 4.01 Chair
Motion to approve Trustee Gonzalez's rotation to Chair.*

Motion by Ruben Perez, second by Bea Gonzalez.  
Motion Fails  
Yea: Ruben Perez, Bea Gonzalez  
Nay: Bonnie Stefan, Joel Kinnamon  
Abstain: Isaac Zarco

*Student Trustee vote is advisory only. Student Trustee voted "Aye" but was marked "Abstain" in order to not affect the software-generated result of the vote.

The Parliamentarian explained the process to lead into Nominations and an Election per BP 2210.

Trustee Perez asked why we are deviating from the outlined rotation process? Chair Stefan shared some historical context related to BP 2210 and the rotation process. Board legal counsel provided additional context and the reason a vote is required under Education Code. Trustee Gonzalez expressed concern regarding the results of the rotation process for Chair. Trustee Oden added comments.

Motion to open nominations for Chair.

Motion by Bonnie Stefan, second by Joel Kinnamon.
Motion Carries  
Yea: Bonnie Stefan, Joel Kinnamon, Ron Oden, Isaac Zarco  
Nay: Ruben Perez, Bea Gonzalez
Any Quessins?