



Minutes – used to describe the discussions, decisions, and actions that _____ during a business meeting

1. In some cases, the minutes are detailed to cover every point of discussion because they may be used later for _____ justification and documentation
 - a. A company meeting of stockholders would require detailed formal minutes including the pros and cons of each discussion point
 - b. The minutes of the State Board of Education would also require detailed minutes
 - c. A meeting of the PTSA Grounds Committee to decide where to plant shrubs would require informal minutes
2. **Margins**
 - a. Adjust margins (top and side) so that the document is _____ presented on the page
 - b. If letterhead stationery is used, leave _____ between the letterhead and the beginning of the document
3. **Components:**
 - a. **Heading information**
 - i. _____ or committee
 - ii. _____, for example Regular Board Meeting
 - iii. **Date and time** of meeting
 - iv. **Location** of the meeting
 - b. **Call to Order** – formal declaration by the chairperson of the meeting that it has officially _____
 - c. **Approval of Minutes** – review of _____ minutes by board members
 - i. Minutes may be emailed to board members prior to meeting to save time
 - ii. Recommended edits and _____ are made during the approval of the minutes

- d. **Committee Reports** – progress reports presented by sub-committee chairs
 - e. **Old Business** – unresolved discussions from a _____ meeting
 - f. **New Business** – _____ topics and issues
 - g. **Adjournment** – notation of who adjourned the meeting
 - h. **Signature line** for recording secretary
4. **Guidelines for keying**
- a. Center the _____ information and key in initial caps and bold at the beginning of the document
 - b. The body of the minutes should contain a separate paragraph for each subject
 - c. Single space within paragraphs and _____ space between

<p style="text-align: center;">NC FBLA Meeting Minutes April 6, 2007</p> <p>I. Call to order Ms. Claudia Skinner, NC FBLA State Chairperson called to order the regular meeting of the NC FBLA at 6:00 p.m. on April 6, 2007 in Raleigh, NC.</p> <p>II. Roll call The following persons were present: Board Members Present: Claudia Skinner, NC FBLA State Chairperson, Lorraine Stephens, NC FBLA State Advisor, Cheryl Barton, Western Region, Kim Harrison, Triangle East Region, Heather Jones, Southwest Region, Kim Miller, Northwest Region, Judy McRoy, Eastern Region, Shirley Grissett, Southeast Region, Rhonda Evans, Triad Region State Officers Present: Brooke Barton, FBLA State President, Paul Cash, Triad Region VP, Kim Dixon, Central Region VP, Nicole Honeycutt, Western Region VP, Chase Hoyle, Southwest Region VP, Ryan Keys, Eastern Region VP, Britney Montgomery, Triangle East VP, Laura Reynolds, Parliamentarian</p> <p>III. Approval of minutes from last meeting Shirley J. B. Grissett read the minutes from the last meeting. The minutes were approved as read.</p> <p>IV. Open issues a) All state officers made a report of their Regional Competitive Events. All stated that their competitive events were a success. In the president's report, Brooke Barton stated that she assisted with the Western and Northwest Regions. She thanked everyone for this year's work on the State Annual Business Report for Nation. b) Ms. Skinner stated that Mr. Roy Allen, chairperson of Judges, asked that judges be recognized for service of ten years or more. The motion was properly moved, seconded and carried.</p> <p>V. New business c) Ms. Skinner announced the names of new board members.</p>	<p>d) Ms. Lorraine Stephens discussed increasing the membership of High and Middle School FBLA chapters. e) Mr. Tim Paschall was recommended as Businessperson of the Year. A motion was made, properly seconded and carried. f) Information in reference to the James L. White Scholarship was passed to the board members. There was a discussion in reference to the amount and the number of scholarships to grant for this year. Ten students applied for the scholarship.</p> <p>VI. Announcements a) All Courtesy Corp. changes are to be submitted to Mrs. Cheryl Barton. b) Ms. Skinner thanked the officers for their hard work and dedication.</p> <p>VII. Adjournment Ms. Skinner adjourned the meeting at 9:30 p.m. Minutes submitted by: Shirley J. B. Grissett Minutes approved by: NC FBLA Board of Directors</p>
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