

*"More Than
Meeting Minutes"*

LWML PRE-CONVENTION
SEMINAR — 2023

Brenda Piester

LWML
**Recording Secretary
2021–2025**

Milwaukee, Wisconsin

June 22, 2023

Pre-Convention Seminar for District Recording Secretaries or other
interested women

INTRODUCTION

- God-given gifts
- Opportunity to serve
- One's turn to assist
- Responsibility to keep records



"More Than Meeting Minutes"
LWML Pre-Convention Seminar for Recording Secretaries — 2023

Good morning! Welcome to “More Than Meeting Minutes” – a seminar for recording secretaries. I am Brenda Piester, the LWML recording secretary, and it is my privilege to be with you here today. We’re going to cover a few basics to begin, and then we’re going to jump into a game for fun and learning.

We begin with prayer:

Dear Lord Jesus, Thank you for bringing us safely to Milwaukee as we celebrate You as the Lord of the Nations. Thank you for these women who joyfully serve their districts in leadership roles. Bless our time together today so that we may learn how to be efficient, confident, and effective so that Lutheran Women in Mission meetings run smoothly — so more time and focus can be spent on the mission so that others may know the true God and the great love and sacrifice you have shown for us. In Your Holy name we pray, Amen.

The Lord has given you special gifts.

He has given you the opportunity to serve Him and the LWML as secretary.

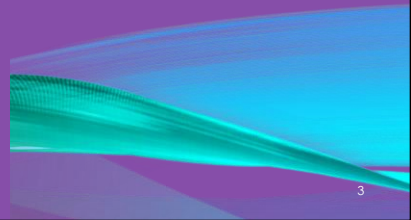
In this position you will have the opportunity to assist in having your organization function smoothly so that it can effectively fulfill its purpose statement.

The secretary’s primary responsibility is to keep an accurate record of the proceedings at all meetings of the organization.

May this seminar help you serve efficiently, confidently, and above all, with love and joy of the Savior so that others may know our God and His love.



LUTHERAN WOMEN IN MISSION



We look to the Bible for the basis of what we do.....

LUTHERAN WOMEN IN MISSION



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First of all, I want to thank the delegates of the 2021 Lexington Convention for electing me as your recording secretary. It has been an incredible privilege and honor. It is a lot of work, but the blessings I have received far outweigh the time spent in writing minutes or proofreading documents.

At every level and in every situation, I continue to be amazed by genuine women committed to serving their Lord with gladness no matter the circumstances.

From humbly cleaning church facilities, to reverently preparing the altar, to prayerfully being the shoulder for a friend in need to cry upon, the words "In Mission" truly describe you—the Lutheran Women of your churches, zones, district, and beyond.

SEMINAR AGENDA

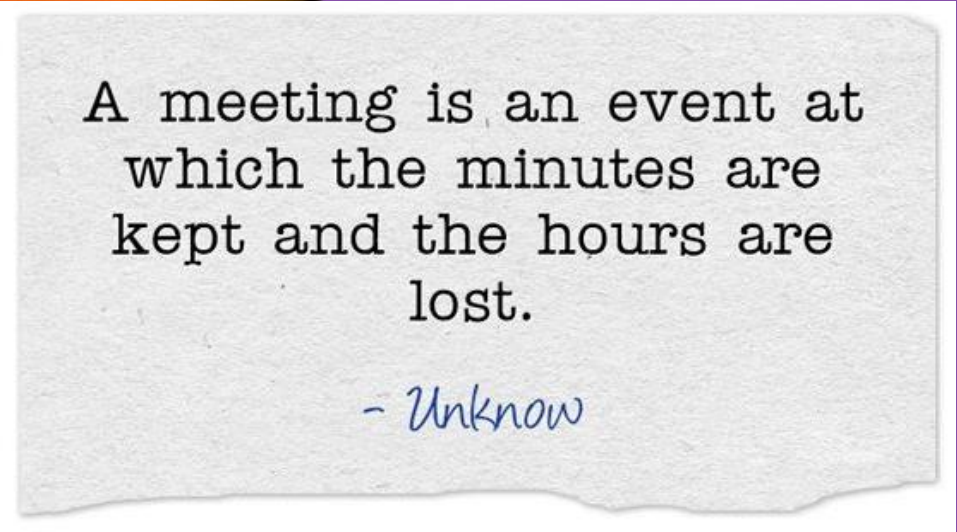
- Qualifications
- Responsibilities
- Pre-Meeting
- During Meeting
- Post-Meeting

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In our time today, we are going to cover:

- Your qualifications to do your job well
- Responsibilities of your position—this will vary by district, and will especially also vary if your district has a corresponding secretary. (Corresponding Secretaries do not typically take minutes, they do more with the communication side of the job such as sending out agendas or writing thank you notes.)
- What you can do Pre-meeting to help you in taking minutes.
- What you need to be doing during the meeting.
- Your responsibilities after the meeting.

A quote on a piece of torn paper with a purple background. The text is in a typewriter-style font.

A meeting is an event at
which the minutes are
kept and the hours are
lost.

- Unknow

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So, what is a meeting? I found this quote online and found it to be clever, and unfortunately—but never I am sure, in LWML—it is sometimes true about the lost hours.

QUALIFICATIONS



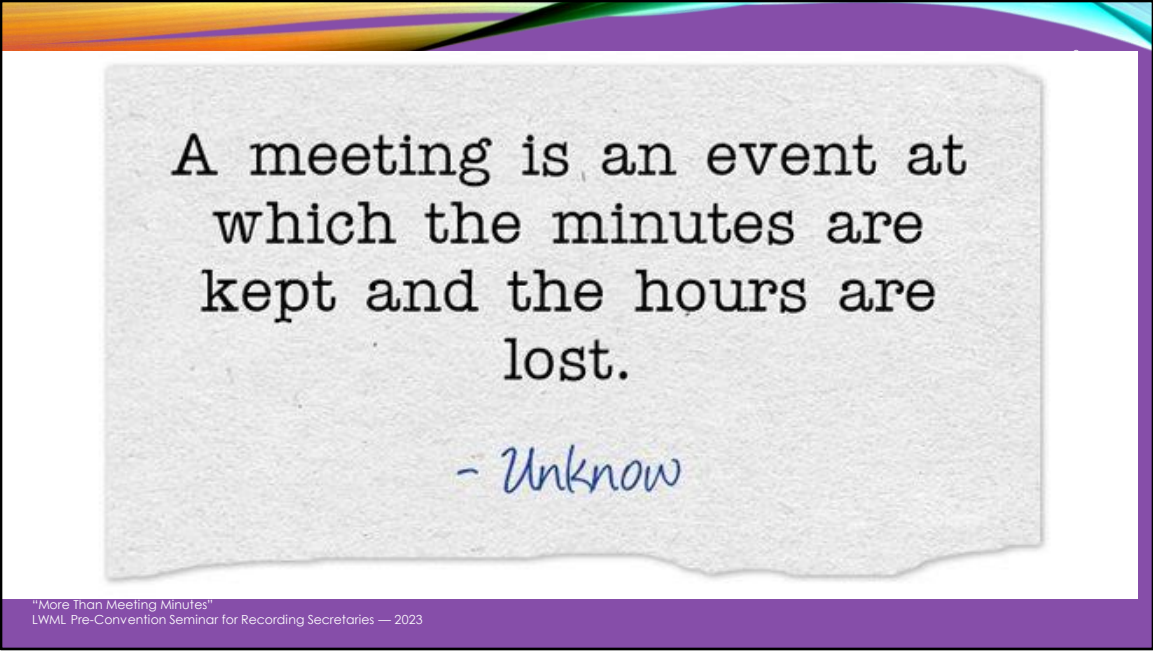
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Before we get into the qualifications of a recording secretary, how many of you caught the typo in the last slide?

As a recording secretary, one of your first tasks is to be on the lookout for accuracy in spelling—especially of names; accuracy in dates; accuracy in financial numbers, and accuracy in the wording of motions.

So yes, accuracy is VERY important—the minutes are official proof of what happened in the meeting.



A meeting is an event at
which the minutes are
kept and the hours are
lost.

- Unknow

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The error?

The word Unknown is misspelled.

QUALIFICATIONS

- Understand basic parliamentary procedures
- *Robert's Rules of Order Newly Revised 12 Edition, 2020.*

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What are the qualifications of a good recording secretary?

The secretary should:

- have a basic understanding of parliamentary procedure. Assist the president if/when necessary.

Your District Bylaws probably state what you will follow some edition of Robert's Rules of Order.

The 12th Edition is the most recent book, published in 2020. You may want to update your district bylaws to reflect this most recent book. of parliamentary procedures. This is available online [Robert's Rules of Order Revised \(robertsrules.org\)](https://robertsrules.org)

QUALIFICATIONS

- Be familiar with bylaws.
- LWML Bylaws are 12 pages long.

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The secretary should:

- be familiar with group, zone, district, and national bylaws. Have a basic understanding of how they relate to each other and the similarities and differences between them
- have a basic understanding of your district's bylaws. Keep a copy of them at your fingertips—either printed or know where you can find them immediately on your computer.

LWML bylaws are 14 pages long. If your district's bylaws are longer than the national bylaws, they probably need to be reviewed and updated—and shortened.

If you find items in your Bylaws that are either a procedure or a process, go through the process to remove that from your bylaws and put it in your leadership guideline or procedures manual or whatever other document your district may have.

Suggest that to your president and your Structure Committee.

QUALIFICATIONS

- Listen carefully and take notes.

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Listen carefully and take notes.

Do whatever is most comfortable for you. Some secretaries like to record the meetings with some sort of device. If you are having a meeting via Zoom, recording the meeting can be done within the Zoom program. Other secretaries like to work directly on their computers. Others like to take hand-written notes and then write the minutes on the computer later. Do whatever works best for you!



I request that my BOD members give motions to me in writing whenever possible—especially if the motions are long, have a lot of details such as financial numbers. I do tease them that if they don't give the motions to me in writing, that I WILL make it up!

QUALIFICATIONS

- Be dedicated in service.
- Be an example of Christian principles.
- Be in Word and prayer.

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And finally, qualifications include:

- be dedicated in service to the organization—be present;
- be an example of Christian morals and principles to others—be polite;
- read the Bible and ask the Lord for guidance—and for focus, clarity—**AND** patience!

RESPONSIBILITIES



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These responsibilities will vary according to each District and your bylaws and/or standing procedures and practices.
A recording secretary will work very closely with the President.

RESPONSIBILITIES



Keep a permanent record of all proceedings.

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In performing your duties, the secretary should:

- keep a permanent record of all proceedings of the organization, usually called minutes;

This was crucial in the past couple of months as LWML went through its end-of-the-biennium audit. I was asked for minutes that documented when LWML moved from 70% to Mission grants and 30% to Administration to the current 90%-10% split. Even though that happened before I was recording secretary, I went back into minutes three years ago and found the DATE the auditors needed. The second time I provided documentation from the minutes was for the reallocation of a mission grant. An organization disbanded after receiving partial payment of the grant they'd been selected to receive. The organization contacted LWML, and with the approval of the Board of Directors, we reallocated the remaining funds to other grants. The auditors wanted evidence of the motion to do that and the supporting documents requesting that

change. It was a huge relief for Executive Director Johnson and for me that the minutes and the supporting addendum were 100% accurate!

RESPONSIBILITIES

Maintain a file of all reports.

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In performing your duties, the secretary should:

- Maintain a file of all reports—I do this directly on my computer in cloud storage, and the minutes are also uploaded into Dropbox.

You may want to directly store them on a hard drive. Printed copies for LWML are stored at Concordia Historical Institute in St. Louis.

RESPONSIBILITIES



Keep a file of the bylaws and standing rules.

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- keep a file of the bylaws and standing rules.

While LWML and probably your district, too, can only amend the bylaws at a convention, the leadership guidelines or your procedures manual can be kept up-to-date more easily. LWML actually makes on-going changes at every meeting. For us, these are orchestrated by the Vice President of Organizational Resources.

RESPONSIBILITIES



Manage the official membership roll.

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In performing your duties, the secretary should:

- Manage the official membership roll—keep track of who was present at every meeting. For small boards, also list who was absent.



RESPONSIBILITIES



Distribute minutes and reports to EC or BOD; others on request.

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In performing your duties, the secretary should:

- Distribute minutes and reports to your Board as soon as possible. This is a reminder to all of their responsibilities and commitments.

Our BOD uses a Minutes Review Team—these are two other BOD members who are specifically assigned to review my minutes when they're completed. They help with corrections such as missing punctuation, help catch typos, help reword something, just review the minutes for overall accuracy. Following their approval, the minutes are reviewed by the President who may have additional changes or suggestions to help with clarification. Upon her final approval, the minutes are emailed out to the BOD, my goal is to have them out in three to four weeks.

ADDITIONAL RESPONSIBILITIES

Notify Notify officers, committee members, and delegates of position.

Furnish Furnish committees with documents.

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Additional responsibilities may include working with committees for notification and documents. This will vary by your district, your board traditions, and how your committees are structured.

ADDITIONAL
RESPONSIBILITIES

sign Sign all copies.

Notify Notify members of meetings.

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And finally, sign the minutes. I use a blue pen to sign them so you can tell an original copy from one that is copied on a copy machine—unless of course, it’s a color copier.

Again, working with your district’s practices, it may be the secretary’s responsibility to notify members of meetings.

PRE-MEETING

Write or get a copy of the agenda.

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As we discuss that happens before a meeting—today, I am calling this pre-meeting, it is important to know that

- Depending on your district’s procedures, the recording secretary may be responsible for writing the agenda
- Work with the president on any items which may be carry-over discussion or motions that were tabled from the previous meeting

PRE-MEETING



Know a list of attendees for roll call.

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- Who will be present at the meeting? Will guests be present? Know their title/position/organization/purpose.
- Save time by streamlining the roll call. It's not necessary in a small group to call each person's name and everyone responds "here" or "present." If you DO a roll call—which I do on occasion with the Presidents Assembly—do it with a purpose where the attendees answer a specific question—such as the theme of their convention.
- When I was district president, our BOD built in 30 minutes of what I called "team-building"—where everyone gave a couple of minutes of personal updates. You can—and should—do this in small boards that don't meet very often!

PRE-MEETING

Pre-write the minutes ahead of time as much as possible by following the agenda.

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Some of you may be thinking—WHAT? Pre-write the minutes? How is that possible?

- Pre-writing the minutes saves time in the long run
- It allows the recording secretary to focus on the discussion
- It helps with returning the final minutes to the BOD or EC in a more timely manner.

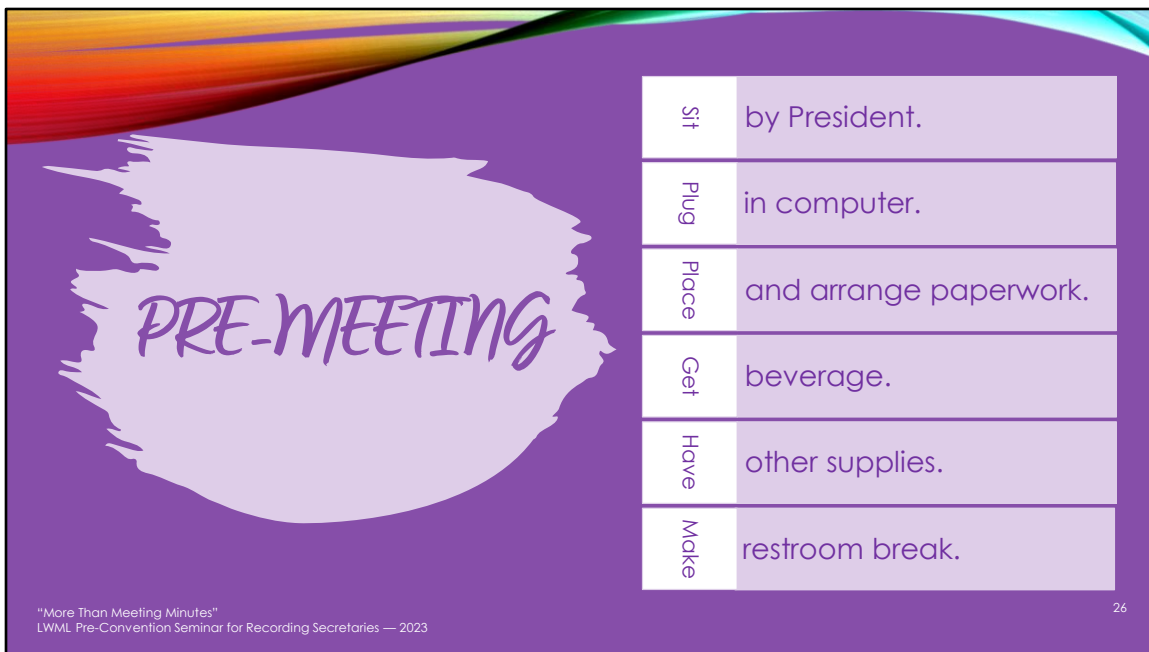


The latest I like to be to meeting is 15
minutes early
~ Author: David O. McKay

QUOTESAYINGS.NET

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I've had to work hard on this. I'm rarely late to a meeting, but it's not been my habit to arrive a long time before a meeting begins.



But arriving early allows me to do all these things:

- Sit by President – usually at the front of the room, have plenty of room for both of you

These may all seem obvious, but completing these very basic items helps assure you won't have to leave a meeting or be looking for supplies during the meeting.

- Plug in computer, take an extension cord and/or power strip
- Arrange paperwork, notebook with agenda, blank paper, previous minutes
- Get beverage—with a lid!
- Have other supplies (tissues, mints, pens, post-in notes, notepad)—show Piester clipboard
- Make final restroom break



IN-MEETING

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We're going to move into what I call "In-Meeting" and discussing the procedures for writing minutes:

- In the absence of the president and vice president, the secretary should call the meeting to order and preside until a new chairman is chosen, if not otherwise designated in the organization's bylaws.
- Begin a draft of the minutes



Okay, we're going to move into our game:

With your partner, decide on the correct answer, and hold up the corresponding letter.

We're going to move very quickly, so we can get through as many questions as possible.

I will not guarantee the 100% accuracy of my questions or answers. The main thing is to be consistent, be precise, and be objective when writing minutes.

Taking Minutes – 1 – Meeting Type

- A. The regular quarterly meeting of the LWML Ohio District Board of Directors was called to order...
- B. The special meeting of the LMWL Oregon District Executive Committee was called to order...
- C. The regular monthly meeting of the LWML Caring Service Committee was called to order...
- D. All of the above.

How do you begin the first sentence of the minutes?

Taking Minutes – 1 – Meeting Type

- A. The regular quarterly meeting of the LWML Ohio District Board of Directors was called to order...
- B. The special meeting of the LMWL Oregon District Executive Committee was called to order...
- C. The regular monthly meeting of the LWML Caring Service Committee was called to order...
- D. All of the above.

D is the correct answer.

Identify the KIND of meeting it was and the group that met.

Taking Minutes – 2 – Meeting Date

- A. ...was called to order on Thursday, June 22, 2023, at 9:30 a.m. CDT. ...
- B. ...was called to order on Wednesday at 7 p.m. ...
- C. ...started on Thursday morning after everyone had their coffee ...
- D. ...was called to order after Secretary Brenda finally got to the meeting ...

What's next?

Taking Minutes – 2 – Meeting Date

- A. ...was called to order on Thursday, June 22, 2023, at 9:30 a.m. CDT. ...
- B. ...was called to order on Wednesday at 7 p.m. ...
- C. ...started on Thursday morning after everyone had their coffee ...
- D. ...was called to order after Secretary Brenda finally got to the meeting ...

The opening sentence should include the date—including the year—and time that the meeting started. LWML BOD includes the time zone when we are on Zoom or Teams meetings and the BOD crosses several time zones. That would typically not be necessary for your meetings.

Taking Minutes – 3 – Online Meeting

- A. ...via zoom...
- B. ...via ZOOM...
- C. ...via Zoom...
- D. None of the above.

If you meet online, note that in the opening sentence.

Taking Minutes – 3 – Online Meeting

- A. ...via zoom...
- B. ...via ZOOM...
- C. ...via Zoom...
- D. None of the above.

Zoom is the name of a business, so it needs to be capitalized. If you're ever unsure—Google the word.

Taking Minutes – 4 – Call To Order

- A. ...by the President.
- B. ...by President Debbie Larson.
- C. ...by the woman in charge.
- D. ...when all the Zoom screens were turned on.

Who calls the meeting to order?

Taking Minutes – 4 – Call To Order

- A. ...by the President.
- B. ...by President Debbie Larson.
- C. ...by the woman in charge.
- D. ...when all the Zoom screens were turned on.

Be sure to include the Officer's position and their first and last name. Last names are important when looking back at minutes from several years ago—or even the last meeting. We currently have a Susan Brunkow and a Susan Donnelly on our BOD.

Taking Minutes – 1-4 Summary

Call to Order

The meeting of the Lutheran Women’s Missionary League (LWML) Board of Directors (BOD) for the 2021–2023 Biennium was called to order in the name of the Father, the Son, and the Holy Spirit on May 17, 2023, at 7:04 p.m. CDT, **via Teams**, by President Debbie Larson.

Note if the meeting is not in person.

The underlined is optional to include if your president does that.

Taking Minutes – 1-4 Summary Header

**Lutheran Women’s Missionary League
Board of Directors**

Seventh Meeting of the 2021–2023 Biennium

January 24–28, 2023

Hilton Milwaukee City Center Hotel, Milwaukee, Wisconsin

MINUTES

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The opening paragraph should also state WHERE the meeting was held. I do not do that in my minutes as I include that in the Title on the Page 1.

Taking Minutes – 1-4 Summary Footer

January 24–28, 2023

BOD Meeting #7 Minutes

Page 1 of 20

Hilton Milwaukee City Center Hotel, Milwaukee, Wisconsin

I also include a footer which states the meeting dates and location. This is important in case a page of the printed minutes ever gets separated from the rest of the document. Page numbers also help in a meeting when referring to something in previous minutes—it makes it easier for the BOD members to find something.

Taking Minutes – Pre-writing

Call to Order

The meeting of the Lutheran Women’s Missionary League **(LWML)** Board of Directors **(BOD)** for the 2021–2023 Biennium was called to order in the name of the Father, the Son, and the Holy Spirit on May 17, 2023, at ****** p.m. CDT, via Teams, by President Debbie Larson.

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This is a great place to define abbreviations that you will use later in the minutes—such as LWML, BOD, or EC for Executive Committee.

I will pre-write the minutes with everything except the time the meeting began.

Taking Minutes – 5 – Roll Call

- A. All BOD members were present.
- B. All BOD members except for Susan were present.
- C. Present at the BOD meeting were Anna Boyd, Cindy Dover, Eva Fisher, Griselda Hunter, Iris Juarez, Kris Lightner, and Marie Nunes.
- D. None of the above.

Who was present at the meeting?

Taking Minutes – 5 – Roll Call

- A. All BOD members were present.
- B. All BOD members except for Susan were present.
- C. Present at the BOD meeting were Anna Boyd, Cindy Dover, Eva Fisher, Griselda Hunter, Iris Juarez, Kris Lightner, and Marie Nunes.
- D. None of the above.

- D. None of the above would be correct.
- C. Would be the bare minimum.

Taking Minutes – 5 – Roll Call

Roll Call of the Board of Directors (BOD)

Attendees:

Voting:

Debbie Larson, President
Susan Brunkow, Vice President of Christian Life (VPCL)
Kathy Pavelock, Vice President of Communication (VPCOM)
Karen Morrison, Vice President of Gospel Outreach (VPGO)
Marie Chow, Vice President of Organizational Resources (VPOR)
Dcs. Betty Knapp, Vice President of Special Focus Ministries (VPSFM)
Brenda Piester, Recording Secretary (RS)
Karla Koehler, Treasurer (TR)

Non-voting/Advisory:

Rev. Brian Noack, Senior Pastoral Counselor (SrPC)
Rev. Gary Piepkorn, Junior Pastoral Counselor (JrPC) (Arrived on Friday due to flight delay)
Arlene Naasz, Meeting Manager (MM)
Susan Donnelly, Public Relations Director (PRD)
Michelle Jenks, Strategic Plan Facilitator (SPF)

Guest:

Vanessa Johnson, LWML Executive Director (ExecDir)

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A better listing would include all of the officers and their positions. Because some of our LWML titles are pretty long, we abbreviate them in the minutes, and I include those abbreviations here. Another subheading could be included that would list Absent—and then a name could be cut and pasted to move under that title. If a BOD member arrives more than 30 minutes late, I will note that time (or day) by their name.

I will pre-write all names in the minutes—even the 50+ names who will attend the Presidents Assembly meetings. Writing ahead of time helps assure consistency and accuracy—especially in spelling names.

I do not “take roll call” during a meeting where everyone says “here” or “present” —this can be a waste of time. I can look around the room (or on the Zoom screen) and announce to the President “Twelve of thirteen Board members are present—we have a quorum.” For Presidents

Assembly, for example, members sign in on a sheet of paper. If I do an actual roll call where everyone answers, I do it with a specific purpose—for example, where the District Presidents might give the theme of their convention.

Taking Minutes – 5 – Roll Call

Roll Call of the Presidents Assembly (PA)

Attendees:

Guests: (present at various times throughout the PA meeting)

Vanessa Johnson, LWML Executive Director (ExecDir) (present Friday)

Barbara Volk, Parliamentarian

Shelley Moeller, Convention Manager (CM)

Anne Hartmann, Convention Host Committee (HC) Chairman

Sheila Lutz, *Lutheran Woman's Quarterly* Editor-in-Chief

Andrew Knuth, Visit Milwaukee Convention and Visitors Bureau

The President also introduces guests to the meeting. Note their names and positions.

Taking Minutes – 6 – Participation

- A. The Secretary may make motions and enter the discussion in the meeting.
- B. The Secretary may make motions but may NOT discuss in the meeting.
- C. The Secretary may NOT make motions but may discuss in the meeting.
- D. The Secretary may not make motions or enter discussion during the meeting.

How can you—as the recording secretary—participate in the meetings?

Taking Minutes – 6 – Participation

- A. The Secretary may make motions and enter the discussion in the meeting.
- B. The Secretary may make motions but may NOT discuss in the meeting.
- C. The Secretary may NOT make motions but may discuss in the meeting.
- D. The Secretary may not make motions or enter discussion during the meeting.

C. The Secretary may do both. The President typically does not make motions.

Within smaller boards, the President typically enters the discussion, but only after others have had opportunities to speak.

Within larger boards, the president typically will not enter the discussion without giving the chair to the Vice President.

Taking Minutes – 7 – Minutes Approval

President: Are there any additions or corrections to the minutes?

- A. Anna Boyd: "No, they look okay to me."
- B. Cindy Dover: "I make a motion to approve the minutes."
- C. Esther Fisher: "There are ten mistakes and these need to be fixed."
- D. President: "Hearing no additions or corrections, the minutes stand approved as read (or emailed)."

How are the meeting minutes approved?

Taking Minutes – 7 – Minutes Approval

President: Are there any additions or corrections to the minutes?

- A. Anna Boyd: "No, they look okay to me."
- B. Cindy Dover: "I make a motion to approve the minutes."
- C. Esther Fisher: "There are ten mistakes and these need to be fixed."
- D. President: "Hearing no additions or corrections, the minutes stand approved as read (or emailed or corrected)."

While it is okay to make a motion as in letter B – and you see many organizations do that – it is not required to have a motion. This motion format is incorrect, and we'll get to that in a little bit.

The President has the authority to declare they "stand approved" as read, emailed, or corrected.

Taking Minutes – Pre-Writing

Minutes Review Team

President Larson appointed VPOR Marie Chow and PRD Susan Donnelly to serve as the Minutes Review Team.

Minutes Approved

RS Brenda Piester reported that these seven sets of minutes of the BOD have been approved by their respective minutes review teams, and/or President Larson. They were emailed to the BOD on April 17, 2023, are uploaded to Dropbox, and can be accessed by the BOD there.

LWML uses a Minutes Review Team. These appointed women will take extra careful notes. The Recording Secretary emails the draft minutes to them, and they note errors in punctuation, spelling, or meeting details. Once those are corrected within the team, the draft #2 minutes are sent to President Larson, and she may have additional tweaks to wording for clarification.

Taking Minutes – 8 – Officer Reports

- A. Anna Boyd read a report that three members joined the Eve Circle in their church.
- B. Cindy reported that four members had joined the Eve Circle, her report was sent back to the membership committee.
- C. On behalf of the Membership Committee, Eva Fisher reported that five members joined the Eve Circle; her report was received as read.
- D. Griselda Hunter, Membership Committee Chairman, reported no new members in June; her report was received and filed.

Recoding motions—the business of a meeting—are essential to knowing what business must be implemented.
Which of these is correct?

Taking Minutes – 8 – Officer Reports

- A. Anna Boyd read a report reported that three members joined the Eve Circle in their church.
- B. Cindy reported that four members had joined the Eve Circle, her report was sent back to the Membership Committee.
- C. On behalf of the Membership Committee, Eva Fisher reported that five members joined the Eve Circle; her report was received as read.
- D. Griselda Hunter, Membership Committee Chairman, reported no new members in June; her report was received and filed.

Recoding motions—the business of a meeting—are essential to knowing what business must be implemented.
Which of these is correct?

A is just not smooth in the wording.

B is missing a last name. The last part can be correct if a report is sent back to committee. I usually would add the words “for clarification” of the numbers.

C and D can both be correct—if it’s an oral report, it’s received as read. If it’s a written report, the report is filed and kept as long as your district requires—usually permanently.

Taking Minutes – 9 – Treasurer's Report

- A. Yvette Zeltner moved to approve the Treasurer's Report.
- B. Anna Boyd moved to accept the Treasurer's Report and pass copies to everyone.
- C. Cindy Dover moved to accept the Treasurer's Report and file it.
- D. The President announces that the Treasurer's Report has been received and will be filed until audit at the end of her term of office.

After a Treasurer's report is presented, what happens next?
Which of these is correct?

Taking Minutes – 9 – Treasurer's Report

- A. Yvette Zeltner moved to approve the Treasurer's Report.
- B. Anna Boyd moved to accept the Treasurer's Report and pass copies to everyone.
- C. Cindy Dover moved to accept the Treasurer's Report and file it.
- D. The President announces that the Treasurer's Report has been received and will be filed until audit at the end of her term of office.

Treasurer's reports are NEVER approved. The only time a Treasurer's report should be approved is if it has been audited. All others should be "received and filed."

Taking Minutes – What to do with Reports

- Are part of the official record
- Best if they are written, especially if they are at the district EC and/or BOD level
- Best if reports are compiled and available to the EC/BOD ahead of time for their review
- Do not put reports directly into the minutes, although anything relative to MOTIONS or other action taken should be included in the minutes.
- Do not put recommendations into reports.

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Reports are a part of a permanent record of the meeting. They do not go directly into the minutes—that would make the minutes way too long.

Recommendations of proposed business do not go into reports.

Taking Minutes – 10 – Recording Motions

- A. Griselda made a motion to donate \$50 to the mite offering.
- B. Iris said that we need to donate \$50 to the mite offering.
- C. Kris Lightner moved to donate \$50 to the mite offering.
- D. The Treasurer Marie Nunes said that she would send a check for \$50 to the mite offering because that's what everyone said at lunch they wanted to do.

Recording motions—the business of a meeting—are essential to knowing what business must be implemented.
Which of these motions is correct?

Taking Minutes – 10 – Recording Motions

- A. Griselda made a motion to donate \$50 to the mite offering.
- B. Iris said that we need to donate \$50 to the mite offering.
- C. **Kris Lightner moved to donate \$50 to the mite offering.**
- D. The Treasurer Marie Nunes said that she would send a check for \$50 to the mite offering because that's what everyone said at lunch they wanted to do.

The correct way to make a motion and then to record it in the minutes is using the word **MOVED** instead of "made a motion."

Notice also that the last name was used.

Although D is not correct, this idea **COULD** be turned into action by making a motion within the meeting.

Taking Minutes – II – How to Second

MOTION: Kris Lightner moved to donate \$50 to the mite offering.

- A. Olivia said "Second!"
- B. Renee Schultz stood, said "Madam President, I second the motion."
- C. Trish Ulmer said, "I second it."
- D. Any of the above.

All motions must have a second to proceed as a business item.
Which of these is correct?

Taking Minutes – II – How to Second

MOTION: Kris Lightner moved to donate \$50 to the mite offering.

- A. Olivia said "Second!"
- B. Renee Schultz stood, said "Madam President. I second the motion."
- C. Trish Ulmer said "I second it."
- D. Any of the above.**

It is not required to stand or address the chair when seconding motions. However, here at the convention in a large assembly, you may see someone stand, go to a microphone, address the chair, and second the motion.

Taking Minutes – 12 – Writing the Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering.

- A. Trish Ulmer seconded the motion.
- B. The motion was seconded.

What would be recorded in the minutes regarding who seconded the motion?

Taking Minutes – 12 – Writing the Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering.

A. Trish Ulmer seconded the motion.

B. The motion was seconded.

Are you surprised? It is NOT required or even necessary to put in the name of who seconded the motion.

Taking Minutes – 13 – No Seconds

MOTION: Kris Lightner moved to donate \$50 to the mite offering.
< no second >

President:

- A. "Is there a second to the motion?"
- B. "Since there is no second to the motion, this motion is not before this meeting."
- C. "The motion is dead."
- D. "Come on, someone please second the motion."

What if there is no second to a motion?

Taking Minutes – 13 – No Seconds

MOTION: Kris Lightner moved to donate \$50 to the mite offering.
< no second >

President:

- A. "Is there a second to the motion?"
- B. "Since there is no second to the motion, this motion is not before this meeting."
- C. "The motion is dead."
- D. "Come on, someone please second the motion."

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The President may ask for a second to the motion—especially if she's not sure that everyone heard it.

AVOID using the phrase "dies for a lack of a second."

Taking Minutes – 14 – Writing Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering.
< no second >

President:

- A. Nothing written in the minutes.
- B. The motion to move to donate to the mite offering was not considered due to no second of the motion.

Are motions which are not seconded recorded in the minutes?

Taking Minutes – 14 – Writing Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering.
< no second >

President:

- A. Nothing written in the minutes.
- B. The motion to move to donate to the mite offering was not considered due to no second of the motion.

Either would be correct.

Taking Minutes – 15 – Recording Discussion

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

- A. Olivia said she agreed.
- B. Renee Schultz said she didn't agree, it should be \$100.
- C. Trish Ulmer said she'd never vote for this, the \$50 should go to their church offering.
- D. Any of them.

Is discussion recorded in the minutes? Which of these statements would be recorded in the minutes?

Taking Minutes – 15 – Recording Discussion

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

- A. Olivia said she agreed.
- B. Renee Schultz said she didn't agree, it should be \$100.
- C. Trish Ulmer said she'd never vote for this, the \$50 should go to their church offering.
- D. **NONE of them.**

Sorry—Trick question.

It is not necessary (or advisable) to include discussion in the minutes. If it is done, do not include the names of people related to any discussion.

Highlights of a discussion may be recorded if they are relevant to the business at hand or future business items.

Taking Minutes – 16 – Discussion > Amendment

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

- A. Olivia said she agreed.
- B. Renee Schultz said she didn't agree, it should be \$100.
- C. Trish Ulmer said she'd never vote for this, the \$50 should go to their church offering.
- D. Madam President, I move to amend the motion to increase the donation to \$100.

D—Amendments which arise from discussion ARE recorded in the minutes.

Taking Minutes – 17 – Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100.

- A. Kris Lightner (who made the motion) said was okay with her.
- B. Renee Schultz seconded the motion since it's now \$100.
- C. Trish Ulmer said she'd never vote for this, the \$50 should go to their church offering.
- D. Yvette Zelter seconded the motion.

What's correct to happen next?

Taking Minutes – 17 – Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. **The motion to amend was seconded.**

- A. **Kris Lightner (who made the motion) said was okay with her.**
- B. Renee Schultz seconded the motion since it's now \$100.
- C. Trish Ulmer said she'd never vote for this, the \$50 should go to their church offering.
- D. Yvette Zelter seconded the motion.**

What's correct to happen next?

- A. Is sometimes called a friendly amendment when the maker of the motion agrees with the amendment.
- D. The amendment was seconded, and that needs to be recorded. You do NOT have to state who seconded the motion.

Taking Minutes – 18 – Friendly Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded.

Kris Lightner (who made the motion) said was okay with her.

Does a “friendly amendment” have to be voted on?

- A. Yes.
- B. No.

What’s correct to happen next when a friendly amendment is made?
Does the amendment have to be voted on?

Taking Minutes – 18 – Friendly Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded.

Kris Lightner (who made the motion) said was okay with her.

Does a “friendly amendment” have to be voted on?

- A. **Yes.**
- B. No.

What’s correct to happen next?

Yes, it does need to be voted on. Just because the maker of the motion agrees with the amendment does not mean the majority of the group will agree.

Taking Minutes – 19 – Voting on Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded.

President:

- A. All those in favor of amending the motion to change \$50 to \$100 donation, say Aye.
- B. All those opposed of amending the motion to change \$50 to \$100 donation, say Aye.
- C. Both statements.
- D. Neither statement.

What's correct to happen next?

Taking Minutes – 19 – Voting on Amendments

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded.

President:

A. All those in favor of amending the motion to change \$50 to \$100 donation, say Aye.

B. All those opposed of amending the motion to change \$50 to \$100 donation, say Aye.

C. Both statements.

D. Neither statement.

Although B is commonly said, the President should ask for a Nay or No vote—it just keeps things clean.

Taking Minutes – 19 – Amendments in Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded **and adopted.**

President:

B. All those opposed of amending the motion to change \$50 to \$100 donation, **say Nay.**

You would now add that the amendment was adopted.

Taking Minutes – 20 – Back to Main Motion

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded and adopted.

President:

A. The motion now before you is to donate \$100 to the mite offering. All those in favor say Aye. All those opposed say Nay.

B. Okay, we're ready to move on to other new business. Thank you for donating \$100 to the mite offering.

The president repeats the complete motion as amended. The secretary should be ready to assist with the correct wording.
Which answer is correct?

Taking Minutes – 20 – Back to Main Motion

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded and adopted.

President:

A. The motion now before you is to donate \$100 to the mite offering. All those in favor say Aye. All those opposed say Nay.

B. Okay, we're ready to move on to other new business. Thank you for donating \$100 to the mite offering.

The complete motion—with the amendment—must be voted on.

Taking Minutes – 21 – Writing Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded and adopted.

- A. The motion as amended was adopted.
- B. The motion carried.
- C. The motion passed.
- D. Any of the above.

How is this recorded in the minutes?

Taking Minutes – 21 – Writing Minutes

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded and adopted.

- A. The **motion as amended** was adopted.
- B. The motion carried.
- C. The motion passed.
- D. Any of the above.

Stating that the motion as amended was adopted helps make the minutes clear.

Taking Minutes – Writing Amended Motions

MOTION: Kris Lightner moved to donate \$50 to the mite offering, and the motion was seconded.

MOTION TO AMEND: Victoria Winters moved to amend the motion by changing \$50 to \$100. The motion to amend was seconded and adopted.

The motion was adopted as amended .

Be consistent in your minutes style. I will sometimes indent the amendment to set it apart from the main motion—both of which are stated, seconded, and then adopted.

Taking Minutes – Pre-Writing Motions

MOTION: ** moved to **

The motion was seconded and **adopted.

Pre-writing minutes—I will have several of these “pre-written” where I can quickly copy/paste them into the new business and then fill in the details as needed.

Taking Minutes – 22 – Dates

Which is correct:

- A. June 22-25, 2023
- B. June 22–25, 2023
- C. June 22—25, 2023
- D. June 21st through 25th, 2023

What is the correct way to write a date?

Taking Minutes – 22 – Dates

Which is correct:

- A. June 22-25, 2023 (hyphen)
- B. June 22–25, 2023 (en dash)
- C. June 22—25, 2023 (em dash)
- D. June 21st through 25th, 2023 (ordinal numbers)

The en dash is used between numbers. (Hint: Think “n” = “numbers.”)

Taking Minutes – Those Crazy Dashes

- There are two types of **dash**. The en dash is approximately the length of the letter **N**, and the em dash the length of the letter **M**.
- The shorter **en dash** (–) is used to mark ranges and with the meaning “to” in phrases like “Dover–Calais crossing.”
- The longer **em dash** (—) is used to separate extra information or mark a break in a sentence.
- Make sure not to confuse dashes with shorter hyphens (-), which are used to combine words (as in *well-behaved* or *long-running*). A hyphen should not be used in place of a dash.

• [Em Dash \(—\) vs. En Dash \(–\) | How to Use in Sentences \(scribbr.com\)](#)

Hyphen is the key above the p.

Windows:

En dash is Alt key and 0150 on the keypad.

Em dash is Alt key and 0151 on the keypad.

Taking Minutes – 23 – Bible Verses

- A. "Make a joyful noise to the Lord, all the earth!" Psalm 100:1
- B. Make a joyful noise to the Lord, all the earth! (Psalm 100:1 ESV)
- C. Make a joyful noise to the Lord, all the earth! -Psalms 100:1 KJV
- D. None of the above

Which of these is correct to write a Bible verse?

Taking Minutes – 23 – Bible Verses

- A. "Make a joyful noise to the Lord, all the earth!" Psalm 100:1
- B. Make a joyful noise to the Lord, all the earth! (Psalm 100:1 ESV)
- C. Make a joyful noise to the Lord, all the earth! -Psalms 100:1 KJV
- D. None of the above

- A. Quotation marks do not go around a Bible verse unless they are a part of the verse, such as "Jesus said..."
- B. ESV is the assumed translation used in the LCMS and the LWML. It is not necessary to state when it is used.
- C. Psalm is correct, not Psalms.

Taking Minutes – 24 – Bible Verses

- A. "Make a joyful noise to the Lord, all the earth!" (Psalm 100:1).
- B. Make a joyful noise to the Lord, all the earth! (Psalm 100:1).
- C. *Make a joyful noise to the Lord, all the earth!* (Psalm 100:1).
- D. None of the above

Which of these is correct?

Taking Minutes – 24 – Bible Verses

- A. "Make a joyful noise to the Lord, all the earth!" (Psalm 100:1).
- B. Make a joyful noise to the Lord, all the earth! (Psalm 100:1).
- C. *Make a joyful noise to the Lord, all the earth!* (Psalm 100:1).
- D. None of the above

- A. Quotation marks are not necessary.
- B. The verse words should be in italics.
- C. Correct. The words are in italics; the Bible location is in normal font.

Taking Minutes – 25 – Secretary Signature

- A. Respectfully Submitted,
Brenda Piester, Recording Secretary
- B. Serving the LORD with gladness!
Brenda Piester, Secretary
- C. < -- no closing included -- >
Brenda Piester, Recording Secretary
- D. Whew! I'm finished!

Brenda Piester

How should the Secretary sign the minutes?

Taking Minutes – 25 – Secretary Signature

- A. Respectfully Submitted,
Brenda Piester, Recording Secretary
- B. Serving the LORD with gladness!
Brenda Piester, Secretary
- C. < -- no closing included -- >
Brenda Piester, Recording Secretary
- D. Whew! I'm finished!

Brenda Piester

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- A. This format, while often used, is outdated.
- B. This is a personal greeting—great for an email, but not for the minutes.
- C. Correct.
- D. Don't use fancy fonts when completing minutes which will be emailed. They may not transfer well across platforms.

Taking Minutes – Pre-writing

Debbie Larson, President

Brenda Piester, Recording Secretary

Minutes Review Team:

Central Illinois DP Laura Strattman, Chairman
Mid-South DP Candy Habich
Oregon DP Carol Reis

Initials:

LS
CH
CR

03/15/2023
Date Approved

BJP
RS Initials

Once approved by the minutes review team, the minutes “Stand Approved” and that will be announced at the next meeting. The President and Secretary will both physically sign the official copy of the minutes. I use blue ink so they can be differentiated between a copy of the minutes (unless of course, one uses a color copier.) Following these approvals, the minutes are saved as a pdf and the final copy is emailed to the appropriate individual(s), group(s) and/or stored online “in the cloud.” Storing on devices such as floppy disks, CDs, or even flash drives can become outdated very quickly.

Taking Minutes – 26 – Email Addresses

- A. bjpiester@gmail.com
- B. bjpiester@gmail.com
- C. Both are correct
- D. Neither are correct

Which is the correct way to write a person's email?

Taking Minutes – 26 – Email Addresses

- A. bjpiester@gmail.com
- B. bjpiester@gmail.com
- C. Both are correct
- D. Neither are correct

As far as I know, both are correct—however, it is MUCH EASIER to read B than A. I've often had people read the second letter of my last name as an "i" instead of a "j" when it is underlined.

Taking Minutes – 27 – Post-meeting

- A. Wait two months before starting to work on the minutes and send them out.
- B. Begin finalizing the minutes as soon as possible and send them as soon as they are approved by the review team.
- C. Send them out immediately before the next meeting.
- D. Take a break and don't worry about them; listen to a recording four months from now and then send them out.

Which is correct?

Taking Minutes – 27 – Post-meeting

- A. Wait two months before starting to work on the minutes and send them out.
- B. **Begin finalizing the minutes as soon as possible and send them as soon as they are approved by the review team.**
- C. Send them out immediately before the next meeting.
- D. Take a break and don't worry about them; listen to a recording four months from now and then send them out.

Work as soon as possible so that everything is fresh in everyone's memories.

Taking Minutes – 28 – Post-meeting

- A. Send the minutes as a .doc or .docx file.
- B. Send the minutes as a pdf file.

Which is correct?

Taking Minutes – 28 – Post-meeting

- A. Send the minutes as a .doc or .docx file.
- B. Send the minutes as a pdf file.

The secretary saves the original copy of the minutes as a .doc or .docx file.

A PDF is sent to members and posted online as appropriate so that no changes (intentional or accidental) can be made to the minutes by anyone.

Taking Minutes – Pre-meeting Review

- How to track down late reports:
 - Build in a “drop dead” deadline.
 - Request the reports one to two weeks before you “really” need them.
 - Allows time to communicate with those who are chronically late—don’t be afraid to nag!
 - Allows for emergencies for anyone!

Tracking down reports from officers.
Provide a template for their reports to make the files look consistent and to give them a head-start in writing.

Taking Minutes – Post-meeting Review

- How to get reviewers to use Track Changes?
 - Host a “how to” Zoom meeting
 - Other ideas
- Unless your district’s Bylaws require it, I would not worry about getting signatures from all who review the minutes. Only the President and the Secretary are “required.”
- Forward to National?
Concordia Historical Institute, Attention Caroline Honeycutt

Track changes. Provide individual training when necessary. Even half an hour spent can save hours in the long-run.

Taking Minutes – Consensus

CONSENSUS: Convention Programming Chairman Deaconess Betty Knapp presented an option for the BOD to sponsor at the Bronze Level for \$150 (which includes a personalized sign at the tee box) for the LWML Tee Up 4 Mites — Charity Gold Scramble. This comes to \$11.54 per BOD member. BOD members were in consensus to participate.

CONSENSUS often happens when something is ongoing and obviously unanimous. It saves the time in making a motion and voting.

Taking Minutes – eNote

Lutheran Women's Missionary League
Board of Directors

eVote of the 2021–2023 Biennium
November 2–7, 2022

MINUTES

Call for Discussion — Chain for Mite Pendant

On November 2, 2022, President Debbie Larson called for discussion of a chain to go with the mite pendant approved by the BOD on October 18, 2022.

Public Relations Director Susan Donnelly presented an option for a chain. (ADDENDUM 1)

MOTION: Recording Secretary Brenda Piester moved to approve the purchase of 700 gold plated chains for the mite pendants at a cost of \$** to be sold at retail for \$** with the cost of the pendant and chain together to be \$**.

The motion was seconded.

There are a couple of ways to record a vote by email. The “Robert’s” way is to complete the action and then “ratify” it at the next called meeting.

LWML prefers that each is a stand-alone meeting with the motions and votes recorded. (2 slides)

Taking Minutes – eNote

Call to Vote

On Monday, November 7, 2022, at 12:13 p.m. CST, President Debbie Larson closed discussion and called for an email vote on the chain to go with the mite pendant.

All eight eligible BOD voting members emailed a “Yes” vote by 11:37 p.m. CST on November 7, 2022.

The motion was adopted.

The meeting was adjourned at 11:45 p.m. CST on November 7, 2022.

There are a couple of ways to record a vote by email. The “Robert’s” way is to complete the action and then “ratify” it at the next called meeting.

LWML prefers that each is a stand-alone meeting with the motions and votes recorded.

Taking Minutes – Convention Minutes

- Pre-write as much as possible (I have 32 pages already for this convention!)
- Only write 2-3 sentences of highlights from a main speaker.
- Back up minutes as you save them – to your computer, to a flash drive, to the cloud. **BACK THEM UP!**

Use the agenda as a guide!

Taking Minutes – Resources

- LWML Secretary Guidelines
- LWML Logo Use Policy
- LWML Brand Guidelines
- LWML Style Guide
- LCMS Style Book

- Concordia Publishing House Stylebook

These are just a few of the resources available at lwml.org.

Taking Minutes – Resources

- *LWML Handbook*
- *LWML Procedures Manual*
- *LWML Bylaws*

And some more, also at lwml.org.

Taking Minutes – Resources

- *Robert's Rules of Order Newly Revised, 12th Edition*
- LWML website — use search bar
- Internet — “Google” it

Other resources. A free Robert’s Rules of Order is available online.

POST-MEETING

- If you came in late, be sure you have signed the attendance sheet.
- Please complete an evaluation.
- PLEASE contact me if you have any questions.
- **THANKS for attending!**

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Thanks for attending!



Blessings on your work and service!