

CHAPTER 10

AGENDAS AND MINUTES

Outline

1. Characteristics and Organization of an Agenda
2. Characteristics and Organization of Minutes
3. Grammar Review: Noun Clauses

Main Ideas

1. An agenda is a list of all matters to be discussed in the meeting. It tells the recipients the date, time and location for the meeting. An agenda for a formal meeting usually includes such information as times, event, speaker and location in detail.

2. Minutes are a written record of the meeting, as listed in the agenda item by item. They record proceedings such as all resolutions, amendments, decisions and conclusions. Minutes of formal meetings are more complex than those for informal meetings. For the former, each separate heading is typed on the left-hand side, while the latter indicates each topic by new paragraphs.

3. Noun clauses are useful grammar elements that will help you to write more effective business correspondence.

Objectives

Students are able to:

- 1. Write agendas correctly, for both formal and informal occasions.**
- 2. Write minutes appropriately, for both formal and informal occasions.**
- 3. Use noun clauses correctly in writing business correspondence.**

Meetings are important in business. The purpose of meetings is to exchange ideas, present new concepts in business dealings, solve any problems that may occur, and deal with any other important matter, so that the business will carry on efficiently and smoothly.

1. Characteristics and Organization of an Agenda

Before the meeting takes place, the secretary usually sends out an agenda, along with the minutes of the previous meeting and other documents concerning the meeting, to the committee members. The agenda, a list of all matters to be discussed in the meeting, will allow members to prepare themselves beforehand. The organization of an agenda is arranged according to the priority of importance of each topic. An agenda of an informal meeting will be less detailed.

The following are examples of an agenda for an informal meeting:

A.

Alpha Textiles Ltd.

Meeting of the Personnel Development Committee

1 June 19. ., 10.00 A.M.

Conference Room

Agenda

1. Call to order by Chairperson Smith
2. Approval of the minutes of the last meeting
3. Announcements
4. Old Business:
 - a. Report of the subcommittee on employee evaluation procedures
 - b. Discussion on the proposed merit rating plan
5. New Business:
 - a. Discussion of personnel needs for the new fiscal year
 - b. Recommendations for promotions
 - c. Selection of new chairperson
6. Any other matter
7. Adjournment

B.

SEAMEO Regional Language Centre
Meeting of the Recreation and Social Committee
31 July 19. ., 2:30 P.M.
Board Room
Agenda

1. Preparation for the Cultural Night
2. Governing Board Meeting
3. Any other matter
4. Adjournment

From the above examples, you can see that an agenda consists of the following elements:

1. The name of the company or organization
2. The name of the committee calling for the meeting
3. Time, place, and date of the meeting
4. Topics to be discussed at the meeting, listed according to their priority.

An agenda for a formal meeting needs more details of specific times, events, speakers and locations.

An example of such an agenda is as follows:

SALES MEETING CONFERENCE

Monday, July 10

8.30 - 9.30 a.m.	Breakfast	Bavaria Room
9.30 - 10.30 a.m.	Opening Ceremony	Royal Orchid Room
	Peter Ellis, AVP	
10.30 - 10.45 a.m.	Coffee	Level 1
10.45 - 12.00 p.m.	Sales Strategies	Dahlia Room
	Moses Johnson, Senior VP	
12.00 - 13.30 p.m.	Lunch	Royal Orchid Room
	Tuesday, July 11	
8.30-9.30 a.m.	Breakfast	Casuarina Room
9.30-10.30 a.m.	Electronic Sales George Allen, Mgr.	Bougainvillea Room
10.30-10.45 a.m.	Coffee	Level 1
10.45-12.00 a.m.	Group Brainstorming	Zinnia Room
12.00-13.30 p.m.	Lunch	Royal Orchid Room

Activity 1 A

Write an informal agenda for a meeting of shareholders of Thai Yashima Inc., on 7 May 19. . at 8.30 a.m.. at the company's Conference Room. Tonics to be discussed include the previous year's operation of the company. profit and loss, the election of directors to replace those retiring. the appointment of an auditor and the settlement of the auditor's fee.

2. Characteristics and Organization of Minutes

Minutes are a written record of the meeting as listed in the agenda. They also include resolutions, amendments, decisions and conclusions. It is necessary that you learn how to take minutes because they can be used as evidence and constitute a record of rules and decisions that have been agreed on by the committee. Minutes are classified into two types: minutes of informal meetings and minutes of formal meetings. However, the two types of minutes have more or less the same elements.

These are:

1. The name of the company
2. The name of the committee calling for the meeting
3. The time, date and place of the meeting
4. The name of the person presiding
5. The names of members attending
6. The names of members absenting
7. The record of topics discussed

8. The time of adjournment
9. The signature of the secretary or sometimes, the signature of the person presiding

Minutes of formal meetings are different from those of informal ones in that they include topical headings on the left-hand side.

The following is an example of the minutes of a formal meeting:

THE SOONER STATE CLUB OF CHICAGO

minutes of meeting, July 27, 19. .

Time and Place	The regular monthly meeting of the Sooner State Club of Chicago was called to order by the President, Jordon Thomas, on Friday, July 27, 19. ., at 2 p.m., in the Pioneer Room of the Bismarck Hotel.
Minutes	The minutes of the last meeting were read and appraised.
Treasurer's Report	The following report was given by Cliff Downs, The Treasurer

Balance on hand, July 1, 1996	\$ 1,676.40
Collected during the year (July 1, 1996 to June 30, 1997)	3,042.12
Total	\$ 4,718.52
Paid out during the year	3,004.19
Balance on hand, July 1, 1997	\$ 1,714.33

The Treasurer's report was accepted.

Committee Reports

The report of the Nominating Committee was given by the Presiding Officer, Paul Rykers. A slate of nominees for next year is to be presented at the next meeting.

The report of the Half-a-Century Celebration was given by the Presiding Officer, Yearn Millstone. Three area banquets are being held on August 21—Gary, Winnetka, and Aurora.

Old Business

It was moved, seconded, and **passed**, THAT DUES FOR THE CURRENT YEAR BE INCREASED TO \$10 A YEAR AND A SPECIAL ASSESSMENT BE PERMITTED IF ADDITIONAL FUNDS ARE NEEDED.

(Brenda Simpson/Duane Joiner)

New Business

After a discussion about designing a gold “Sooner” pin for the members, a committee consisting of Paula Myers, Presiding Officer; Mary Weir; Ed Maestros; and Jenny Morris was appointed to report at the next meeting.

Program

Meredith Cause introduced Mr. Alexander Hayhurst, whose topic was “What’s New in the Sooner State.” Mr. Hayhurst’s remarks are summarized briefly here. “The Sooner State is experiencing rapid economic growth. Many new industries have moved there—including chemical, manufacturing, and government enterprises. New sources of water supply—hundreds of lakes have been built—make it an attractive place, from both a recreational and an industrial standpoint. There is still a large supply of labor too. Transportation is improving rapidly each year—several new highways are now under construction.”

The meeting adjourned at 4.45 p.m.

C.A. Miller, Secretary

The example of minutes of a formal meeting is from Business English and Communication, 5th ed. By Maric M. Stewart, et al., New York McGraw-Hill, Inc., 1978, P.456.

The minutes of an informal meeting will consist of practically the same elements as those of a formal meeting. However, the topical headings will not be included. Each topic is specified by a new paragraph.

The following is an example of minutes of an informal meeting:

**Minutes of the Meeting
of
Recreation and Social Committee
SEAMEO REGIONAL LANGUAGE CENTRE
2.30 P.M.
17 JULY 19..**

Chaired by: Mr. Thomas Khng (Registrar)

Present: Mrs. Sathya Siva-Retnam (Assistant Registrar)
Ms. Alison Fernando (Secretary)

Course 101 Members:

- | | | |
|----|-----------------------|-------------|
| 1. | Mrs. Ella Porg | Hong Kong |
| 2. | Ms. Khadijah Abdullah | Malaysia |
| 3. | Ms. Ruth Alido | Philippines |
| 4. | Ms. Wendy Ching | Singapore |
| 5. | Mr. Juma O.R. Mkude | Tanzania |
| 6. | Mr. Sutham Paratkool | Thailand |
| 7. | Ms. Ruth Eva Njuki | Kenya |

Course 603(a) Members:

- | | | |
|----|---------------------------|-------------|
| 1. | Awang Mohd Ali B Hi Nudin | Brunei |
| 2. | Mr. Kinoroh B Eput Siput | Brunei |
| 3. | Mr. Zainal A Naning | Indonesia |
| 4. | Mr. Madon Mawel | Malaysia |
| 5. | Ms. Andrea Penafiorida | Philippines |
| 6. | Ms. Rapin Tongra-ar | Thailand |

Absent with apologies: Mr. Chew King Hwan (Special Projects **Officer**)

The Chairman welcomed members of the committee and made known to the members the objectives and **functions** of the committee which was formed to take care of the welfare and needs of course members. The committee would also organize social activities, sports and games between course members and staff.

If was announced that each course member would contribute \$S 3.00 monthly towards the social and recreation fund. Ms. Khadijah Abdullah (101) and Ms. **Rapin** Tongra-ar (603(a)) **were** appointed Treasurer and Assistant Treasurer respectively.

Directors, Personal Assistant, Mrs. Goh-Ban Peck Choo would maintain the fund. The money would be used to subsidize activities organized, and the purchase of sports equipment.

For course members under A\SEAMEO/CFTC scholarship, \$S 3.00 would be deducted from their subsistence allowance. Other course members would contribute monthly.

Secretary reported that on Saturday, 26 July 19. . transport will be arranged for course members to spend a day at Sentosa. No return transport will be provided as many course members spend the whole day there. A circular will be put up indicating the numbers of public buses for course members of public buses for course members to board for their return to RELC.

-Chairman also announced that on 21-23 September 19. ., RELC would be holding a Governing Board Meeting where course 101 to 223 members would be involved. The Governing Board Meeting will be attended by high officials of SEAMEO

countries. A short cultural presentation of each country is required of course members.

Representatives of courses 101 and 603(a) reported that on the whole they were very happy with the accommodation and curricular arrangements made for them. However, Ms. **Rapin** Tongra-ar reported that the Thai lady course members have been receiving anonymous telephone calls from a male inviting them out. An example of an internal call (1 ring) and another of an external call (2 rings) were demonstrated. **Secretary** advised course members to take note of this feature to help us investigate any nuisance calls. It was also decided that Ms. Tongra-ar would submit the room numbers of Thai women course members for the operator to screen all their calls.

Secretary invited members to feel free to contribute articles of interest, jokes, puzzles, recipes, etc., for the monthly internal newsletter.

There being no other matters, the meeting ended at 3.30 p.m.

Alison Fernando (Ms.)

Secretary

Both agendas and minutes are important business correspondence. You need to learn how to write agendas correctly because in calling for a meeting, you have to supply the information or topics to be discussed at the meeting beforehand, so that the committee members will have time to prepare themselves with the evidence or information needed. Moreover, the priority of each topic is to be carefully arranged.

You also need to practice writing all elements of minutes, for both formal and informal meetings. Minutes of any kind are to be used as references because they include resolutions, amendments, decisions and conclusions.

Activity 2 A

Write the minutes of an informal meeting of the Recreation and Social Committee. SEAMEO Regional Language Centre. 31 July 19. . . at 2.30 p.m. at &Board Room. according to the following agenda:

1. Preparation for the Cultural Night
2. Governing Board Meeting
3. Any other matter
4. Adjournment

Activity 2 B

Write the minutes for a formal meeting of the Personnel Department. Langston University, on 11 August 19. . . at 9.00 a.m.. according to the following agenda:

1. The review of the contract of 19. . employees
2. The salary scales
3. Any other matter
4. Adjournment

3. Grammar Review: Noun Clauses

Noun clauses are useful elements of grammar that will enable you to write business correspondence effectively. A noun clause is used as a subject, or an object. In other words, a noun clause is used in the same ways as a noun. You should review the basic rules of using a noun clause, and do the activities provided.

Activity 3 A

Complete the sentences with your own words.

1. It is apparent that
2. It seems necessary that
3. The reason he was fired from his job is that
4. The manager is not pleased that
5. That indicates that
6. That was not made clear to all employees.
7. The fact that does not mean that
8. The biggest problem is that
9. Please tell me what
10. The supervisor needs to know why

Activity 3 B

Find and correct the errors in the following sentences.

1. Please tell me what are your terms of trade.
2. No one seems to know when will the manager arrive.
3. The president wonders why do all supervisors look stressed.
4. I don't understand why is that machine not running properly.
5. All employees need to know that did cause the factory to close down.
6. Why are they protesting is something I do not know.
7. He can't remember what did his boss ask him do.
8. The secretary asks her boss whether would she care for coffee.
9. I can't decide which quotation should I present to my customers.
10. John needs to tell Ms. Fefnando how can she solve the problem.

The writer must know himself if he is to write effective-and by his writing, if he is honest, he comes better to know himself: He draws upon the resources of himself to write-and by his writing he enriches and strengthens himself.

John E. Jordan

Using Rhetoric, 21.