

Committee Meeting Minutes

Minutes are an important tool for MBA CSEA committees. They help keep the committee on track, provide important reminders about action steps, and confirm that everyone is on the same page regarding items that are discussed.



**MBA Career Services
& Employer Alliance**

Setting the Standard. Connecting the Industry.

Tips for Taking Minutes

- It's the responsibility of each committee's chair/co-chair to ensure that minutes are taken during each meeting. This doesn't mean the chair has to take the minutes. A committee member can be asked to do this on a regular basis, or members could rotate each meeting.
- Keep the minutes simple, yet complete. It isn't necessary to capture every aspect of the discussion, such as who said what. Rather, focus on the most important things that people need to remember about the meetings, while not leaving out any important items. See the sample meeting minutes below for an example.
- If a subsequent discussion takes place after the committee meeting that changes a decision made during the meeting, the minutes should still reflect what was decided at the meeting. The committee chair may want to clarify that something changed when the minutes are sent out to the committee. But, the minutes are still a reflection of the actual discussion and decisions that took place during the meeting, and should not include follow-ups that happened after the meeting concluded.
- Don't hesitate to ask someone to restate something or clarify if you don't understand something they say during the meeting. It's easier and less time-consuming to clarify something during the meeting than to have to go back and do so later.
- If possible, type the minutes during the meeting and send them out immediately after. This will help ensure that you remember everything correctly, as well as serve as a reminder for committee members regarding action steps. Our goal is to have all minutes distributed no later than one week after each meeting.
- Highlight action items in red and/or bold text to call committee members' attention to what they agreed to do. If time permits, you can also copy and paste the action items into the email when you send the minutes to the committee.

Sample Minutes

**MBA Career Services & Employer Alliance
Professional Development Committee Meeting
September 19, 2018, 12 pm EST**

Attendees: John Helmers, Kelly Collins, Sally Bell, Jean Gekler, Heidi Cuthbertson, Shari Lindner Megan Hendricks, Kim Austin

- I. Webinars Update
 - i. Upcoming Schedule
 1. October 4: Power in Leadership/EI in Leadership

- a. Shari has secured a really impressive speaker for us: Peter Janow from One Solution Consulting.
 - b. Marketing material has been submitted, **Action item:** Megan will send out invitation soon
 - c. John will act as webinar lead
 - 2. October 22 – AACSB data platform
 - a. Awaiting confirmation from AACSB
 - 3. November – Resilience & Grit
 - a. **Action item:** Jean will inquire with Collette about dates
 - 4. GMAC research - We narrowed it down to the following surveys:
 - a. Corporate Recruiters Survey
 - b. Prospective Student Survey
 - c. **Action item:** Megan will propose both to GMAC and we will do one or two in Nov/Dec depending on their interest/availability.
 - d. **Action item:** Heidi will take a look at the surveys to see which topics are relevant to our members.
- b. Regional Forums (Jean Gekler, lead)
 - i. Schedule
 - 1. Chicago Director's Session
 - a. Nov 5 is no longer an option, general consensus is that Nov 15 in the afternoon is the best existing option.
 - b. **Action item:** Jean will confirm with our local hote, and we will send a save the date once confirmed
 - c. Volunteers to help plan the event include: Kim, Kelly, John, Eric, Beth
 - 2. Washington DC (Feb)
 - a. Working with our local host on the details
 - b. Volunteers Dennis @ W&M and Jen Kinder @ U of MD
 - c. Employer Roundtables
 - i. Determining upcoming schedule
- II. Other business
 - a. None
- III. Next call is Sept 26