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The Minute Taker's Guide

Section 8: Taking Minutes in an Interactive Meeting

The traditional style of meeting discussed so far is not particularly suited to informal problem solving, collaboration, or for working out complex, interdependent issues. Nowadays, progressive organizations are adopting "interaction" meetings.

In conventional meetings, the chair has the most authority. The chair controls how the meeting proceeds, talks more than anyone else, and is responsible for the final decisions. This can negatively affect group participation and morale and can result in poor group decision making.

The Role of the Facilitator

In the interaction-style meeting, the chair separates procedural and decision-making responsibilities and appoints someone to assume a new role – facilitator. This enables the chair to sit and listen fully to the opinions of the group.

The facilitator's job is to accomplish a specific task. The facilitator must solicit opinions from the entire group, ensure that everyone feels comfortable with the process, and keep the meeting on target.

The facilitator is assisted by the recorder, who ensures that all the members' main points are written on large sheets of paper taped to the wall in front of the group. In this way, everyone has a clear and immediate understanding of what is being said and can see that all statements are accurate. As all ideas are considered to come collectively from the group – not from individuals – the names of the originators of suggestions are not recorded.

Both the facilitator and the recorder must remain neutral and refrain from voicing their opinions or editorializing. If either one feels the need to make a personal statement, he or she must ask the group's permission to temporarily step out of the assigned role.

An ideal situation would have all the members of the group taking turns to act as facilitator and recorder. In fact, the facilitator and recorder may even be invited from an outside department or group.

Project Team Meeting Minutes

Attendees: Mallory Newell, Pam Grey, Carla Maitland, Becky Bartindale, Paula Norsell, Martin Varela, Lindsay West, Linda Mahi, Lester Lyons, Julie Ceballos, Joe Moreau, Sharon Luciw, Chien Shih, Pam Eberhardt, Lisa Hovevar, Matt Rapczynski, Chris Dubeau, Deepa Prasad, Katia Rostam Yardi, Linda Koyama

- I. Reviewed the Foundation website
- II. Shared the migrated ETS website in Omniupdate. Same content as the Manila site. Ready for updating.
Showed example of how to do simple editing in Omniupdate.
- III. Internal vs. external information
 - A. Each department should think about which part of their website information is for an internal vs. external audience
 - B. ETS still investigating the technical solution in providing info for internal only
- IV. Went over project objectives, project scope, critical success factors, and conversion process overview (will be posted on the Omniupdate Project website).
- V. Need to finalize the template design in the next few weeks. Questions were raised on what is static and what is modifiable. Project members would like input on the shared labels or fixtures, for the links to each dept. for example(e.HR, business). Will be decided as a group.
- VI. Each department needs to let ETS know a point person for the department who will be the primary person responsible for maintaining the dept. website.
- VII. Decided on the sequence of dept. conversions:
 1. ETS and Institutional Research concurrently,
 2. HR
 3. Purchasing
 4. Business
 5. Chancellor's office (not December)
 6. Facilities

[illegible]

/MEETING MINUTES

Meeting/Project Name:	Noxious Weed Management Advisory Council Meeting		
Date of Meeting:	January 9, 2012	Time:	9:30 a.m. – 2:00 p.m.
Minutes Prepared By:	Carol Bearden	Location:	Heritage Inn, Great Falls
1. Meeting Objective			
Business Meeting			
2. Attendees			
Council Members: Jim Gordon, Jennifer Anderson Vermillion, Margie Edsall, Dan Jackson, Nico Cantalupo, Todd Wagner, Jack Eddie, Dick Zoanni, Jim Olivarez			
Agency Representatives: Joe Weigand, Jim Jacobs (conference call), Larry Beneker, John Gaskin, Steve Shelly, Peter Stevenson, Mike Miller, Steve Siegelin, Tracy Sterling (conference call), John Simons, Dan Dobler, Gary Adams			
Guests: Taelor Anderson, Joe Merenz, Celestine Duncan			
Montana Dept. of Agriculture (MDA) Staff: Greg Ames, Donna Rise, Dave Burch, Kim Johnson, Carol Bearden, Jeremy Seidlitz, Craig McLane			
3. Agenda and Notes, Decisions, Issues			
Topic	Discussion		
Welcome New Council Members	Greg Ames opened the meeting and welcomed new council members, Jim Olivarez, Dick Zoanni, and Jack Eddie. Introductions were made.		
Review June 22, 2011 Minutes	The minutes from the June 22, 2011 council meeting were reviewed. Margie Edsall moved to accept the minutes as written. Todd Wagner seconded the motion, which was approved unanimously.		
Review November 21, 2011 Minutes	The minutes from the November 21, 2011 council meeting were reviewed. Margie Edsall moved to accept the minutes as written. Nico Cantalupo seconded the motion, which was approved unanimously.		
Noxious Weed Trust Fund Budget Report	<p>Greg Ames provided information on the funding estimated to be available for the 2012 Noxious Weed Trust Fund (NWF) grant hearings. Greg stated that the NWF grant budget for fiscal year 2012 included \$1,250,000 in Initial State Special Revenue Funding, \$101,159 in General Fund dollars, and \$665,000 from the United States Forest Service (USFS) Cooperative Forestry Assistance/Forest Health Program.</p> <p>Greg advised the council that the Missouri River Watershed Coalition Project (\$40,000) and the Weed Free Borders Project (\$40,000), both specifically designated for funding by the Forest Service, had already been awarded. Greg said that \$18,150 of the USFS funding had been committed for a summer intern cost share, and \$18,840 (three percent of grant funding) was allocated for operating expenses within the MDA Central Services Division.</p> <p>Greg reported that other budgeted expenditures for the year included \$450,000 that has been awarded for the FY12 Special County/Reservation Grants, (\$7,500 per grant), and \$100,000 of Department of Transportation funding that is passed through the Montana Department of Agriculture (MDA) to the counties.</p>		

Meeting Room Schedule

Meeting Room #:

	Monday/[Date]		Tuesday/[Date]		Wednesday/[Date]		Thursday/[Date]		Friday/[Date]	
Time	Agenda	PIC	Agenda	PIC	Agenda	PIC	Agenda	PIC	Agenda	PIC
8:00 AM										
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