

...connecting people, organizations,
and communities...

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Local Advisory Group

Albert Dober
Marystown Heritage Museum

Charles Hollett
Burin Peninsula Supported Employment Service

Con Fitzpatrick
Heritage Run Tourism Association

Elroy Grandy
Garnish-Point Rosie Trail Association Inc.

Everett Farwell
Burin Peninsula Voice Against Violence

Gord Brockerville
Mariners Athletics Club

Joanne Mallay Jones
Canadian Parents for French

Kevin Lundrigan
Mayor -Town of Burin

Kimberly Armstrong
Burin Peninsula Environmental Reform Committee

Mike Graham
Marystown Burin Area Chamber of Commerce

Ruby Hoskins
Newfoundland and Labrador Federation of School
Councils

Russ Murphy
Heritage Run Tourism Association

Sharon Snook
Burin Peninsula Health Care Foundation Inc.



Season's Greetings

The Community Sector Council NL through the Burin Peninsula Voluntary Clusters Project is interested in exploring opportunities to improve the capacity of voluntary organizations, work collectively, build networks of community based organizations, and strengthen the relationship between the voluntary sector and government.

Introducing the first ever ...

Burin Peninsula Directory of Community-based Groups!

Don't miss this chance to profile your group and activities!

We are developing the first ever directory of non-profit, community-based organizations across the Burin Peninsula. The directory will be a great way for others to learn about your organization, and will be available throughout the region.

**To ensure that your organization is included in this directory,
Contact Trina or Jodi at 1-866-753-9860**

**Email burinclusters@csc.nf.net
or complete the form online:**

<http://events.envision.ca/burin>

Local Training Opportunities for Community Groups

To provide training opportunities for community groups on the Burin Peninsula, we have developed a survey that enables local volunteers and community organizations to communicate which topics are of most interest.

Complete the survey online:

<http://www.surveymonkey.com/s/burinclusters>

Or

Contact Trina:

Telephone: 1-866-753-9860

Email: burinclusters@csc.nf.net

CSC Shares Tips for Writing Meeting Minutes

Community
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Newfoundland and
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St. John's
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Newfoundland Drive
St. John's, NL
A1A 3E9

Tel: 709-753-9860
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Gander
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1st Floor, Fraser Mall
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Tel: 709-651-1140
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Cabot Loop
2nd Floor, Board Room
The Factory
63 Main Street
Port Union, NL
A0C 2J0

Tel: 709-469-2299

Email: csc@csc.nf.net

1. Identify what the meeting is about.

Review the agenda including the names of attending participants in order to become familiar with the context of the meeting. The more you know about the upcoming discussions and participants, the more effective your notes will be.

2. Use the agenda to format the minutes.

Before the meeting begins, prepare a template with the agenda and leave plenty of space for notes. Remember to include all pertinent information, the date and time, agenda, participants, time adjourned, next meeting date, etc. Prepare an attendance checklist especially if you are not familiar with the group or committee.

3. Where possible, the notetaker should not be a participant.

Be impartial and objective. It is very difficult to take minutes of a meeting that you are expected to participate in. As notetaker you are not in charge of the meeting, the chairperson is. Your focus must be on capturing the discussion of the meeting, not on leading the discussion.

4. Writing minutes is not the same as transcribing.

Keep your minutes brief and to the point. The minutes of a meeting should be a snapshot of discussions and decisions. Effective minute taking does not mean you are recording every word that was said, this could lead to missing important points.

5. Attach any documentation given out at the meeting.

If any materials or brochures were distributed at the meeting, include copies with the meeting notes.

6. Type up minutes as soon as possible.

It is good practice to put together a draft of the minutes as soon as possible, while it is still fresh in your mind. The longer you put this first draft off, the greater the probability of forgetting something crucial.

7. Proofing

Be sure to check and double-check your draft before sending to the participants. Keep all rough notes until the minutes have been approved.

8. Record meetings if possible.

If possible, use a tape recorder to record the meeting and then prepare your notes from the recording.

The Community Sector Council is always exploring new ways to use technology to connect with community groups. Watch for our new website at www.communitysector.nl.ca coming soon! Of course, you'll still be able to find us at www.envision.ca.

You can also now follow us on Facebook: <http://www.facebook.com/cscnl> and Twitter: