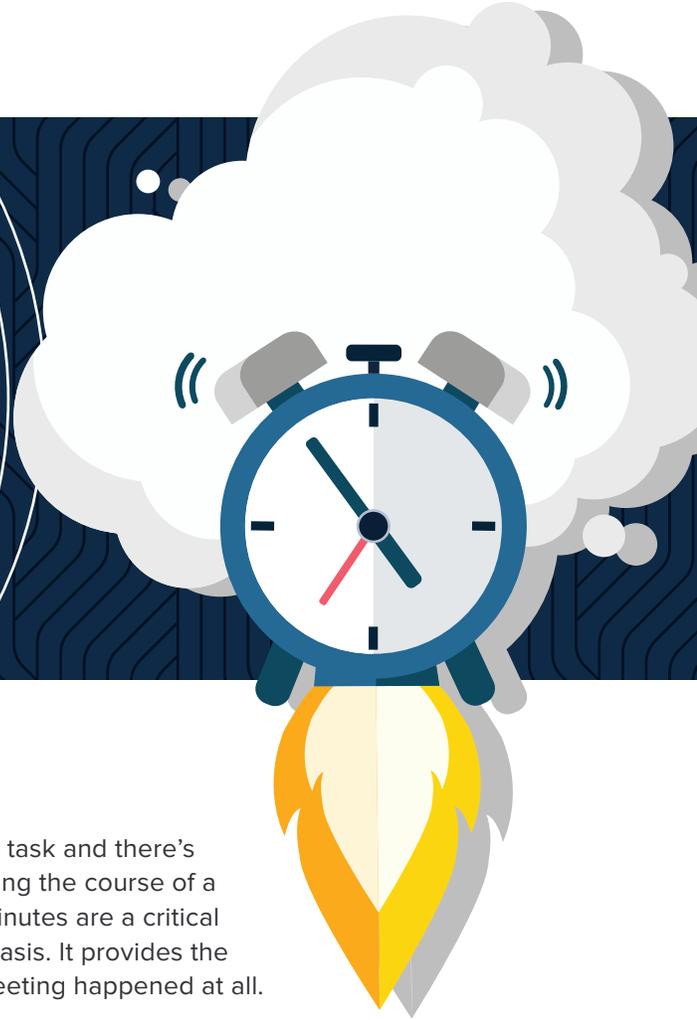


# MEETING MINUTES

If there's no record of a meeting,  
it never happened



Everyone hates taking meeting minutes. It's a seemingly thankless task and there's often a fear of being the one responsible for accurately documenting the course of a meeting. With that said, most organizations realize that meeting minutes are a critical part of documenting what the committee is doing on an ongoing basis. It provides the trail of not only what happened during each meeting, but that a meeting happened at all.

Avoidance of taking meeting minutes is often rooted in a few common misconceptions regarding what constitutes adequate records. Trying to document every word of every discussion, document, disagreement, and data point makes for an overwhelming task and potentially detrimental minutes.

Taking the minutes for your retirement committee meetings can be easy if you follow a few very simple rules:

01

**OUTSOURCE IT!** The easiest solution is to ask your service providers to help. Quite often retirement plan advisors or recordkeepers will provide you with a draft of meeting minutes. You just have to ask!

02

**EASY THINGS FIRST.** When did the meeting happen, where did it happen, and who was there.

03

**LESS IS MORE.** Don't reword everything that's been said. A general description of the topic covered, potential solutions offered, and any vote taken will suffice. If materials were provided during the meeting, don't reword those materials. Simply cite that "supporting materials are included with these minutes."

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04

**ASSIGN TASKS.** If there are items requiring action following the meeting, document those actions with specific assignments to those responsible for completion.

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05

**ILLUSTRATE CONTINUITY.** Use a template. Using the same format can make the minutes easier to create and follow. By reviewing the previous meeting's minutes, it gives a good starting point for documenting what has been accomplished since the previous meeting. If action items have been resolved, document those accomplishments. If there are action items outstanding, document the reason and path forward.

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06

**WORD PROBLEMS AS OPPORTUNITIES.** When documenting any variety of issues that arise during the course of administering a retirement plan, word these problems as opportunities for improvement. Rather than "we have terrible participation," offer that "the committee discussed possible methods to increase participation through plan design."

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For more information contact us at **866.270.4874**  
or email **retirement@swbc.com**.

