**Minutes of Board Meeting**

**[date]**

The meeting was called to order at 1:06p.m. On [date].

Corresponding Secretary: Several letters of gratitude were read into the record.

Membership: xxxx reported two new members, which brings our total to 121.

Program: xxxx said to mail checks for the February's luncheon to xxx. Xxx suggested serving muffins at the xxxx even on march 20. Also she is looking for help in putting together gift baskets for the LAF event.

Membership Treasurer: xxxx said the January luncheon was excellent with 70 in attendance. The service was good but expensive.

Treasurer: xxxx presented the January financial report.

Scholarship Treasurer: xxxx reported she now has five people on the nominating committee. They are:

February fundraiser: A good show of hands went up when xxx asked how many would be attending the fundraiser. Proceeds will provide the balance needed for the Tech Trek Science/Math Camp this summer.

Home Tour: xxx report one potential home was secured for the tour. Unfortunately, several prospective tour homes have fallen through. Discussion was held to consider other means of fundraising. A deadline was mentioned for securing homes. xxxx reported one home possibility that is on the market. xxx has been contracted to oversee the Home Tour.

Next meeting: the meeting was concluded at 3:10 p.m. xxx reminded everyone the deadline for submission of articles to the newsletter is 10 February and the next meeting is March 3 at xxxx's house.

Members present:

Recording Secretary: xxxx

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* **What is wrong with these minutes?**
  + It is informational; place information in email or on a website.
  + Minutes should convey action items.
* **What is wrong with meetings in general?**
  + No action
  + Too long
  + Off-topic
  + No difference if you show up or not
  + Board members don't know what they are supposed to do
  + Boring, no fun
  + Roberts Rule of Order not used
  + No recognition
  + Location, not always in a neutral place
* **What is right with meetings in general?**
  + Use email for conveying information, purpose, action items, agenda, ice-breaker (e.g., Name something you've always wanted to do, golden pencil award, pass the bear)
  + Use ice-breaker at meeting as the social aspect of the meeting
  + Use Roberts Rules of Order in brief
  + Acknowledge good ideas but say “Let's discuss that in committee.”