



IRC Leadership Workshops 2020



Council Secretaries Illinois Reading Council Leadership Workshop July 8, 2020



Introductions

- Joyce Jennings, Outgoing IRC Secretary
- Melissa Wheeler, Current IRC Secretary



Congratulations!

You are now a Council Secretary!



So?

What's the big deal?



The big deal is . . .

Your minutes are the legal
documentation for everything your
council does!



Responsibilities

- Record minutes of meetings
- Maintain an accurate record of meetings
- Pass copies of approved minutes to future secretaries
- IRC recommends that you record meetings. Inform the board that you are recording. This allows you to check your notes.



Taking Minutes

- Request a copy of the agenda in advance
- Keep minutes succinct
- Delete opinions – you may need to stop recording at times
- Maintain a binder (or file system) with all documents related to the minutes. Include written copies of motions.



Sample of Electronic Agenda on Google Drive™

Board of Directors Meetings, 2017-2018

Maintained on Google Drive – Resources linked to agenda

CARA Fingertip Resources			
CARA Board of Directors 2016-2017	2016-2017 Calendar	CARA Bylaws	IRC/CARA Membership Forms
CARA P&P			



Sample of Electronic Agenda on Google Drive™, *continued*

Easy to maintain attendance – individual members sign in.

Attendees Type your name if you're here!

Joyce Jennings	Barbara Kent	Tontaneshia Jones	Molly Staron	Denise Gamble
Felicia Frazier	Tinaya York	Margarita (Margie) Jaime	Becky McTague	Laura St. John
Megan Goodman	Valerie Brown	Cheryl White	Lita McClinton	



Sample of Electronic Agenda on Google Drive™, *continued*

Officers and Committee Chairs attach reports prior to meeting – especially helpful for secretaries!

Family Literacy Report	ESSA Listening Tour Schedule	ILA ESSA Advocacy Toolkit	Agenda 20160908
Program Committee Report	Advocacy Committee Report	Fall 2016 Conference Plan Sheet	BOD Minutes, August 11, 2016
Membership Report	FY 2017 Planning Budget		



Sample of Electronic Agenda on Google Drive™, *continued*

Topic	Meeting Notes	Action Items
Call to Order - Felicia Frazier	Meeting called to order at 5:45 pm	
Approval of Minutes of Last Meeting	Becky (Tinaya 2 nd) moved approval of minutes – carried.	
Presidents' Report Felicia Frazier Welcome New Assistant Treasurer IRC Board Meeting August 27, 2016 CARA Materials and Resources	Gloria Pleasont appointed as Assistant Treasurer. Felicia reported on IRC Board meeting – see documents above.	
President- Elect/ Program Chair Report Joyce Jennings 57 th Street Children's' Book Fair Sign-up IRC Friends of CARA Reception Sign-up Fall Conference Preparation and Sign-up Winter Conference Preparation and Sign-up 60 th Year Gala Committee Updates Clock Hours (CARA and Grace Educational)	Program Report link above. Sign-up Sheets available on Drive Joyce (Barbara 2 nd) moved approval to offer clock hours for a reading/writing workshop co-sponsored with Grace Ed Resources – motion carried.	Joyce will submit application for clock hours.



What Should be in the Minutes

Minutes should include:

- Location, date, time meeting was called to order, type of meeting, and name of council, time meeting was adjourned
- Number of voting members, members & nonmembers present
- Whether or not regular presiding officer and secretary are present. If not, include names of those taking their places
- Approval of prior minutes – with or without corrections; note any corrections
- Verbatim record of main motions with the name of the person making the motion; also state whether the motion was approved or defeated



Attach copies of motion forms and other important documents to the minutes before inserting them into the notebook or online storage system. The image of the motion form is a link to the template provided in the online Leadership Handbook.

Logo Optional	Header Optional
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Motion Form

Date _____

Name of Person Who Offered Motion _____

Motion

Name of Person Who Seconded Motion _____

Action taken
 Approved Rejected Tabled

This motion will affect
 Bylaws Policy
Article _____ Article _____
Section _____ Section _____

Other

Revised July 2020



Why are minutes so important?

- ☐ Minutes are legal documents. They should NEVER be destroyed.
- ☐ Copies of minutes should be sent to the president of your council.
- ☐ Copies of minutes from the prior meeting should be sent to members in advance so members have the opportunity to read them before approval.



Other Secretarial Responsibilities

- Write “Thank You” notes to presenters
- Greet attendees at all meetings and assist with check-in/registration
- Assist with other functions of the council
- Check your council’s *Bylaws* and *Policies and Procedures* for any additional responsibilities



and . . .

- Be familiar with *Robert's Rules of Order*, most recent edition. Summary available online.
- Attend all meetings. If you are unable to attend, you are responsible for arranging with someone to take minutes for you. Organization may include procedure in *Policies and Procedures*.



Questions/Concerns

Any questions or concerns?

If you think of any later, please feel free to contact me!

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**Thank you for all you do
to support teachers
and literacy learning
in your local councils
and throughout Illinois!**

