

## 2017 USMS Convention — Dallas, Texas

### INSTRUCTIONS FOR COMMITTEE MEETING MINUTES

PLEASE SHARE THIS INFORMATION WITH THE PERSON WHO WILL PREPARE YOUR MINUTES

As you are aware, the minutes from your committee meetings become part of the history of our organization, and they are posted on the website as soon after your meetings as possible. It is important that the minutes be accurate and easy to follow. To that end, please pay close attention to these instructions, as well as to the forms intended for minutes and attendance.

Please familiarize yourself with the procedures for reporting the minutes of your meeting(s) in advance. You may not have prepared minutes before, so please let me know if you have questions. Please note that committee chairs will not receive folders this year. Your committee will not have a report number this year, as the order of the House of Delegates (HOD) reporting agenda is subject to change based on the needs of the HOD.

#### Items to Print:

1. Attendance sheets to be used at your meeting(s): The sheets should be distributed during the meeting and collected so they can be turned in. Check out <http://www.usms.org/admin/conv17/> where you will find attendance sheets and other forms that can be printed for your use.
2. Reimbursement forms for your convention expenses: Your registration, travel and hotel expense is charged to the CONVENTION COORDINATOR. You must include receipts for airfare, hotel room and registration fee with your completed form. Turn the form and receipts in to the National Office staff, who will sign it and forward it to the appropriate staff members.

#### Preparation of Minutes:

1. Record your minutes using the template that can be found on the website at <http://www.usms.org/admin/conv17/>. You should save the form to your laptop computer (or the computer of the person who will be doing minutes for you) or onto a USB drive (you can then open the file on any computer). Please rename the file with your minutes using the name of your committee and the date (so I can tell them apart).
2. Please send the minutes to the USMS Secretary ASAP! This is important because minutes are posted directly to the website as soon as they are received so other members of the HOD have time to read them.
3. List the names of your attending committee members. Note that there is a space provided to list separately the committee members and other delegates who attend your meetings.
4. To be consistent, please use the abbreviation “MSA” (moved, seconded, approved) when appropriate. “MSF, motion failed” is used when the motion does not pass.
5. Delete all instructions and unnecessary information before sending the minutes.
6. Please PROOFREAD your minutes BEFORE submitting them for distribution. You might ask some committee members to assist you. Due to the time constraints related to posting the minutes on the website, the Secretary may not have time to proofread your minutes, so please make sure this is done at the committee level.
7. Save your minutes on the computer you are using or a USB drive. Then email them as an attachment to [secretary@usms.org](mailto:secretary@usms.org). All the computers in the USAS office have Internet access. Please send attachments in Microsoft Word format if at all possible. If you have spreadsheets or PowerPoint presentations to submit, please use the respective Microsoft formats as well. If you use iWork (Pages, Numbers, Keynote) to generate your documents, please submit the document(s) to me as-is and they will be converted accordingly to preserve formatting and fonts. All attachments will be converted to PDF before posting them on the website unless otherwise specified.
8. Please do not change fonts or any other formatting in the minutes template so all minutes are consistent.
9. Don't print anything related to minutes before you get to Convention. The National Office staff will confirm the number of people that have requested print copies once we get to Convention. This number will be provided to you ahead of time. At that point, you will need fill out a form in the USAS office and ask for said numbers of copies. They should be double-sided, stapled and hole-punched. NOTE: Your minutes must available to the delegates BEFORE you give your report to the HOD.

You will need to turn in all roll sheets when you give your report to the HOD. When you give your report, please discuss only items requiring action by the House and proposed expenditures. Do not go into details that the delegates can read for themselves in your minutes. Any activities internal to your committee, but are not truly action items, go into your minutes.

**Thanks for all your hard work! Please let me know if you have any questions.** --Chris Colburn, USMS Secretary