

**2014 USMS Convention — Jacksonville, Florida**  
**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 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 — let me know if you have questions.

**Committee Chair Folder:** Your COMMITTEE NUMBER will be on the FRONT of your folder. I will also email them to you in advance of the convention. This number should be put in the “Report #” box that you will find in the upper right corner of the minutes template. The folder contains:

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 along with a hard copy of your minutes. If you need more forms go to [www.usms.org/admin/conv13](http://www.usms.org/admin/conv13) 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 Tracy Grilli, who will sign it and forward it to the Susan Kuhlman, CEO.

**Preparation of Minutes:**

1. Record your minutes using the template emailed to you by me. It is also available at [www.usms.org/admin/conv14/](http://www.usms.org/admin/conv14/). 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 (so I can tell them apart).
2. Please send the minutes to me ASAP because I am posting them directly to the website since we are going away from the **Accordion** folders.
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 red instructions and unnecessary information before printing the minutes.
6. Indicate, in the box provided, the committee report # that corresponds to your place on the HOD agenda. It is on the front of your folder.
7. Save your minutes on the computer you are using or a USB drive. Then email them as an attachment to me at [secretary@usms.org](mailto:secretary@usms.org). All the computers in the USAS office have Internet access.
8. PROOFREAD your minutes BEFORE submitting them for distribution. You might ask a couple of your committee members to assist with this.
9. Please do not change font or any other formatting in the template. We want our minutes to be consistent.
10. Don't print anything at this point. Tracy will confirm the number of people that have requested print copies once we get to convention. I will provide this number 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 be prepared, copied and distributed to the delegates BEFORE you give your report to the HOD.

You will need to turn in all roll sheets when you come to the podium to give your report. Please return the folder as well (so I don't have to buy new ones next year). 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 go in the minutes, but are not truly action items.

Thanks for all your hard work! --Chris Colburn, USMS Secretary