

NOTE TAKING AND MEETING MINUTES

ACTION ORIENTED MINUTES

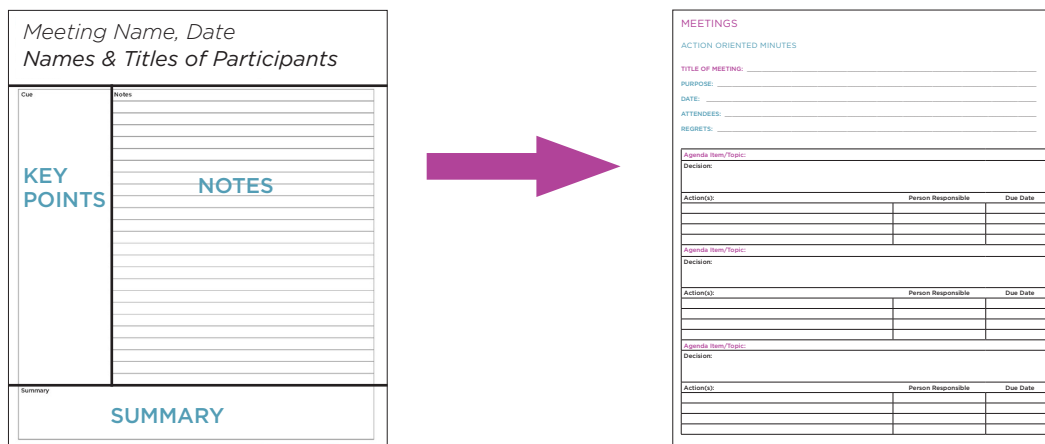
Minutes serve as a formal record of what happened in a meeting. BCNU recommends using “action oriented minutes” for formal meetings you may attend:

- Union management meetings (UMM) / labour management meetings (LMM)
- Joint Occupational Health & Safety Committee (JOHSC) meetings
- Committee meetings

Action oriented minutes capture a report of actions taken since the previous meeting, a list of topics discussed, a broad overview of the decisions made, and any planned actions or outcomes as a result of the current meeting. Action oriented minutes should be objective and include the following:

- List the date, time, and all attendees. Be sure to include their roles (for example: steward, union, employer, manager, co-regional council member).
- These minutes should follow the order of the agenda and include discussion topics of each agenda item and any action items resulting from the discussion.
- Action items should be specific, have an expected completion date, and be assigned to a specific person.
- Example: “Ceiling track repairs, team lead to contact building services by this Thursday.”
- Any handouts or supporting documents provided during the meeting should be attached to the minutes.
- Minutes should be retained for at least two (2) years.

You can easily reformat your Cornell style notes into action oriented minutes by focusing on the information in the key points and summary sections:



Additional considerations for Joint Occupational Health and Safety Committee (JOHSC) Minutes

After each meeting, the JOHSC must prepare a report of the meeting (aka: minutes) and provide these to the Union at ohsreports@bcnu.org. They provide a formal record of occupational health and safety (OHS) issues that have been reviewed by the JOHSC. These can be a communication tool for workers and the employer to identify what OHS issues the JOHSC has discussed to date. The three (3) most recent minutes should be posted at the workplace for workers to access easily. Always find and read your JOHSC minutes to stay informed!