



Better Meetings— Happier Members

**Free Virtual Workshop Presented by:
The Michigan State Association of Parliamentarians**

**Tuesday, May 17, 2022
7-8 PM Eastern Daylight Time
Via Zoom**

[Click Here for Online Registration](#)

HOW TO SAY IT IN MINUTES

Presented by

Connie M. Deford, PRP

Attending this session you will learn:

- **What should and shouldn't be in the minutes**
- **How to prepare minutes**
- **Recording minutes and votes**
- **Approval of minutes**
- **Tips for meeting minutes**

References in the workshop will be to *Robert's Rules of Order Newly Revised, 12th Edition.*

A recording will be available to registrants on request for one month.
Email michiganparliamentarians@gmail.com to receive the link to the recording.



There is NO Registration fee.

This series is offered as a gift to Michiganders and others who prefer to attend meetings that are courteous and productive. Presenters are members of the Michigan State Association of Parliamentarians.

**For additional information or questions on registration, contact: Barbara Bonsignore, PRP
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