



Better Meetings — Happier Members

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

Tuesday, March 21, 2023
7-8 PM EDT
Via Zoom

[Click Here for Online Registration](#)

Minutes: One Size Doesn't Fit All

by

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Meeting minutes are a record of what was done, not what was said.

Topics covered include:

- Information included and excluded in minutes of an ordinary society.
- Include more than basics? A good idea?
- Open Meetings Act special requirements.
- Committee meeting minutes?

References are 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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