

Unit 2 Business Meeting

Text B

Board meeting minutes

Teaching Objectives

01

To know about the contents of a meeting minutes

02

To know about the useful expressions of a meeting minutes

03

Tips to take good minutes

04

To put into use

01

Content of a meeting minutes



Sample

1. WELCOME AND CALL TO ORDER

Chair Steinhoff called the meeting to order at 2:05 p.m.

2. APPROVAL OF MINUTES FROM PRIOR MEETING

Chair Steinhoff moved to approve the minutes from the December 17, 2013 Board meeting. The draft minutes were distributed to the Board before the meeting. The resolution was moved by Mr. Hobbs, seconded by Mr. Baker and unanimously approved.

3. APPROVAL OF TREASURER'S REPORT

Chair Steinhoff then asked Mr. Fisher to present the Treasurer's Report distributed to the Board before the meeting. Mr. Fisher presented the Treasurer's Report for the Board's approval. Following a discussion the resolution was moved by Mr. Baker, seconded by Mr. Nichols and unanimously approved.

Sample

4. NEW BUSINESS

Chair Steinhoff asked Director Anderson to provide the Board with the information regarding support for the project by Dr. Annie Rubin. Director Anderson referred to a set of documents distributed to the Board before the meeting. He asked the Board to review and approve the draft support letter. He then introduced Dr. Rubin who provided additional information for the Board. Following a detailed discussion the resolutions were moved by Mr. Baker, seconded by Mr. Nichols and unanimously approved: The Board supports the project, and the Board authorizes Director Anderson to finalize and send the support letter to Dr. Annie Rubin on behalf of the Board.

5. ADJOURNMENT

Meeting adjourned at 3:39 p.m.

Respectfully submitted

B. Thomas Lowes, Secretary

A meeting minutes

Welcome and call to order



New business

Approval of minutes from prior meeting



A meeting minutes



Approval of treasures' report



adjournment

Expressions of a meeting minutes

02

Useful Expressions

Presiding:

- The meeting was presided over by ...
- ...(sb.) presided over the meeting.
- The meeting was called to order by ...(sb.) at ...(time)

Useful Expressions

Discussing/Conforming Documents:

1. Minutes of last meeting were approved and signed.
2. The draft/documents of ...were discussed/approved/signed.
3. The documents of ... were distributed and read.

Useful Expressions

Reporting:

1. ...(sb.) made a report on ...
2. The chairman asked sb. for a brief report on ...
3. The chairman asked sb. to comment on ...
4. ...(sb.) present the recommendation...

Useful Expressions

Making a Decision:

1. Several appointments and dismissals were announced at the meeting.
2. A was appointed to replace B.
3. ... was appointed/promoted to ...

03

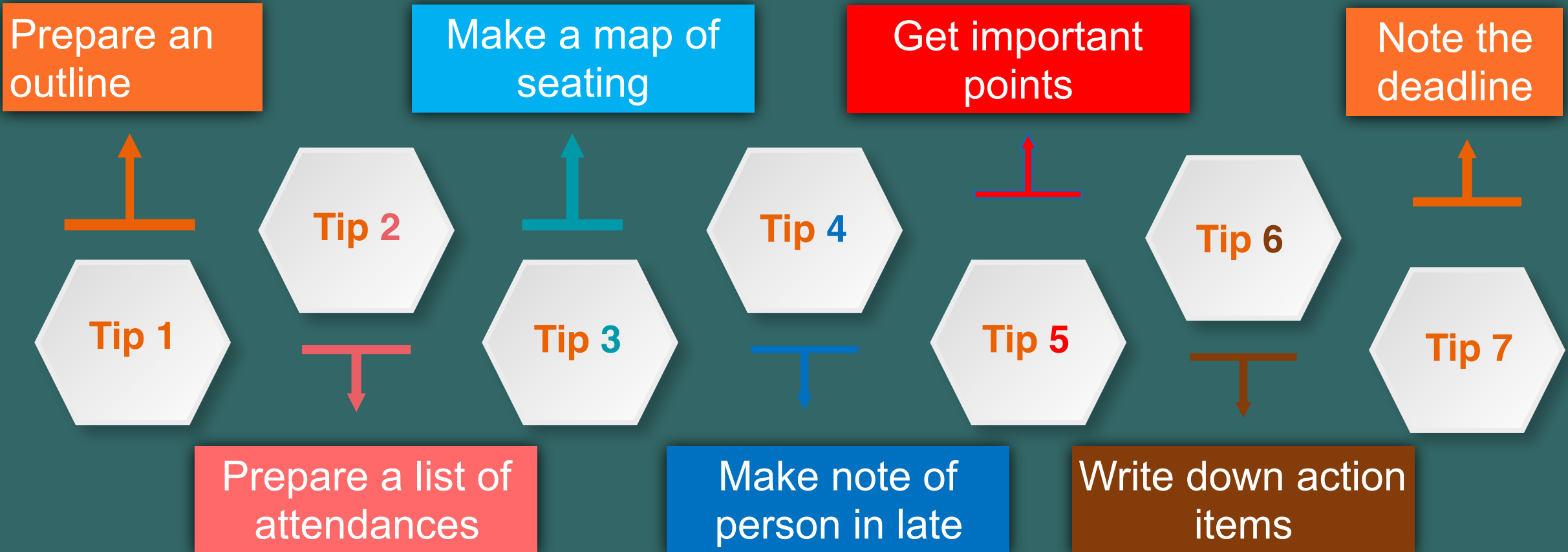
Tips to take good minutes



2 Taking good minutes



Usually, we have 7 tips to take good minutes



04

Put into use



Put into use

B-Task 2

Task 1 B .Thomas Lowes, the secretary, wrote down the following quotations in a hurry. Try to tell who said what according to the minutes.

Greg Steinhoff
Jake Fisher
Powell Carman
Annie Rubin

Jim Baker
Mike Nichols
Rob Anderson

One

"Welcome to the meeting. Let's get down to business. First, we..."

Greg Steinhoff

Two

"Personally, I think the minutes from the last meeting were OK. I agree with Mr. Hobbs and ask the Board for approval."

Jim Baker

Three

"We have carefully checked with our bank. The current account is tight"

Jake Fisher

Four

"I'd like to ask Dr. Rubin to tell us about the bright future of the p"

Rob Anderson

Five

"I think all must have carefully read the minutes before the meeting. Are there any suggestions?"

Greg Steinhoff



Finish all the exercises in language lab

Assignment



THANK YOU