



SUNY  
**DOWNSTATE**  
Medical Center

**President  
Faculty Student Association  
of Downstate Medical Center, Inc**

July 29, 2009

To: DMC Student Council Secretaries:

From: Richard J. Bentley, President  
Faculty Student Association (FSA)

A handwritten signature in black ink that reads "Rich Bentley".

Subject: Importance of Accurate and Complete Student Council Meeting Minutes.

This is an annual reminder provided to student council secretaries who take and distribute meeting minutes for each DMC Student Council. Your role as a Council secretary is an important one. The essential items that are to be included in student council meeting minutes are on page 2. Several councils continue to encounter difficulty when past council minutes have missing dates, attendance records, or vague votes in minutes, especially when an action is contested.

It would be helpful if a copy of *all* meeting minutes from each council be sent to me for FSA's files. If your council has a standard mailing list for meeting minutes, I would appreciate it if a copy were sent to me at Box #2001. Please feel free to contact me at any time during the year at extension 2186 with any questions and/or concerns you may have.

xc: Student Council Presidents  
Sheila Duffy, FSA Director of Finance  
Meg O'Sullivan, AVP Student Life  
Lorraine Terracina, Dean Student Affairs

## **Guidelines for DMC Student Council Meeting Minutes**

**Meeting minutes are the official record of your organization's actions and must accurately support the validity of actions taken by the Council as they relate to Student Activity Fee Funds.** While every secretary's "style" varies with the individual (and their personality!), Student Council meeting minutes need to **minimally** include the following standard items:

1. **Date** (including month, day, and year), **Time** and **Place** of the meeting held.
2. **Attendance.** This should specify voting members present as well as any guests (non-voting members) present. This is needed to verify that the proper quorum exists to conduct business as per the organization's constitution/bylaws. A pre-printed sign in sheet can be used as the minutes cover page.
3. **Specific Motions** made with the **voting results**. Voting results can be noted in the minutes as "Motion was unanimously approved" (if everyone voted in favor), or "Motion Approved (or Failed) #votes Yes, #votes No, and #votes Abstaining".
4. Minutes **must be signed** by the secretary (or other appropriate officer). This is particularly essential for minutes verifying the council's approval of budgets or financial transactions. It is fine to circulate unsigned minutes via e-mail; however, any official minutes must be signed (such as the copy submitted with your annual budget or those attached to FSA payment forms).

**Student Activity Fee** expenditures are an important role of each Council. Specific minutes and votes pertaining to **money** are particularly important, such as :

- For Budget approvals, the minutes must **detail the entire budget** (every line item title and the amount of funds allocated to each). This can also be done as an attachment to the minutes (rather than re-writing the whole budget into the minutes). For example, a motion could state "To approve the 09/10 budget as presented, see attached" (and of course, remember to then attach the budget document to the minutes before you send them to FSA). **Don't forget the vote tabulation.**
- For fund transfers, the motion should specify the **dollar amount** and **account** (account title or #) which funds are being taken **from** as well as where funds are being transferred. **Don't forget the vote tabulation.**

When a new program, event or purchase is being funded, the motion needs to state the **dollar amount** and **account** from which funds are being used. **Don't forget the vote tabulation.**