



MEETING MINUTES, REPORTS AND BRIEFS



Taking and Writing Effective Minutes and Preparing Reports and Briefs

SPRING SERIES 2017



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GOVSTRAT IS THE ONLY CARIBBEAN-BASED AND LEGITIMATE AND PROFESSIONALLY ACCREDITED PROVIDER OF RELEVANT, PRACTICAL AND BEST-IN-CLASS CORPORATE GOVERNANCE LEARNING INTERVENTION

COUNTRY	DATE	VENUE	COST (US\$)
Trinidad & Tobago	Monday March 27	Radisson Trinidad	800.00
Barbados	Tuesday March 21	Accra Beach Hotel	750.00
Jamaica	Tuesday April 18	Jamaica Pegasus Hotel	750.00 plus GCT
St. Lucia	Tuesday April 25	Cocoa Palm Resort, Rodney Bay	750.00

CONTACT INFORMATION

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Websites: corporategovernanceadvisors.com |

www.govstratltd.com www.vindelkerr.com

Register online at: www.govstratltd.com/upcoming-workshops/registration-details

We offer customized/bespoke intervention in this and all our learning programmes.

A One-day High-Impact Workshop: Taking and Writing Effective Minutes, Reports and Briefs. Brought to you by GovStrat Limited® www.govstratltd.com

GOVSTRAT STATEMENT OF QUALITY ASSURANCE

WHAT SEPARATES OUR SERVICES FROM THAT OF OTHERS

Our Learning Facilitators/Consultants have in-depth knowledge and working experiences (in excess 100 years cumulatively) across the Caribbean and on Four (4) Continents while having obtained specialised and world-class education and training. They bring local governance case studies, critical references and case laws to bear while comparing these with “best-in-class” global practices. At GovStrat, we do not apply “one size” governance model to fit all. We believe each Organisation and Leader (in the public or private sector) is unique and requires specialised attention whether through our public/advertised or bespoke learning and consulting interventions. GovStrat has the experience of training more than 6000 Directors, Senior Managers and Government Ministers in more than twenty countries.

OVERVIEW

Minutes are usually taken at both informal staff meetings and business gatherings or at meetings other than the Board of Directors. Minutes are usually prepared immediately after meetings. Effective and high quality minutes, reports and briefs start with preparation long before a meeting.

In addition to practical instruction in the areas of primary concern to Corporate Secretaries and their teams, senior managers and their staff, all workshop attendees will:

- receive a comprehensive programme package containing facilitators' outline, samples of actual minutes, forms and case materials, and other useful information;
- be able to meet and work with experienced faculty members who have developed practical solutions to the problems being confronted by minute taking professionals;
- be able to network with fellow learners during the various breaks and to share experiences and solutions to common challenges.

Whether you are asked to minute the occasional team meeting or are responsible for documenting formal Board meetings, this minute taking and report writing training course will have something very beneficial for you. GovStrat also designs and delivers numerous in-house courses for clients in the public, private and voluntary sectors spanning all our offerings.

Furthermore, this one-day workshop in Taking and Writing Effective Minutes, Reports and Briefs is open to anyone interested in obtaining the **Accredited Minutes' Taking Professional (AMTP)** designation being offered by GovStrat Limited. This Module represents day one of the two-day AMTP programme and as such, exemption would be given, hence an AMTP hopeful having taken day one course would only need to do day two of the AMTP programme plus the qualifying exam.

THIS ONE-DAY COURSE WILL EXPLORE THE FOLLOWING MODULES:

Module 1: Fundamentals of Minutes, Reports and Briefs

Module 2: Taking Minutes

Module 3: Writing and Preparing Minutes, Reports and Briefs

Module 4: Style of Minutes, Reports and Briefs

Module 5: Writing Resolutions

Module 6: Reviewing and Finalising Minutes

Answers will also be provided to the following frequently asked questions about Minutes:

1. Our Board says there is too little of details. What should be included in the Minutes of a Board Meeting?
2. What happens where there are Board conflicts/disagreement about something in the draft Minutes? How would you suggest that the matter be handled?
3. When the Corporate Secretary is not present at a Board Meeting and someone else acts as Secretary, but the Corporate Secretary prepares the Minute using the Secretary's notes. Who signs the final version?
4. How should Minutes reflect meetings held via teleconferencing?
5. Should the Minutes reflect Directors who abstained or was excused from the proceedings?
6. How meeting notes should be treated?
7. When should meetings adjourned as opposed to concluded/terminated be used in Minutes?
8. Should a tape recorder be used for Minutes?
9. Can final Minutes be changed?

WHO WILL ATTEND?

- Appointed and aspiring Corporate Secretaries and members of their teams;
- Anyone involved in minutes taking, recording, writing and reporting
- Legal Secretaries; Administrative Assistants;
- Personal Assistants;
- Managers who cover internal and external meetings and have to formally report on these deliberations.

ABOUT OUR LEAD FACILITATORS

JENNIFER SIMPSON-JAMES is a trained economist (BSc, First Class Hons., UWI), and Attorney-at-law, LL.M (Osgoode, Canada) with approximately 30 years as a General Counsel, Legal Advisor and Corporate Secretary for some of Jamaica's largest Public Bodies and private sector firms spanning energy, financial services and public utilities, and with significant experience in North America in the areas Legislative Reform, Corporatization and the practice and administration of Commercial Law. Jennifer has a natural flair for teaching and her communication skills are exceptional which makes listening and grasping her delivery easy and soothing on the ear. She is one of GovStrat's most esteemed facilitators with consistent 6/6 rating by learners.

DORWIN P. MANZANO is an Attorney-at-Law by profession and a practicing Corporate Secretary with combined experiences of more than 16 years. He is the current Corporate Secretary of The University of Trinidad and Tobago and former CS for of Palo Seco Agricultural Enterprises Limited, the latter being one of the Special Purpose State Enterprises in the Republic of Trinidad and Tobago. He has been a facilitator on all of GovStrat's Summits and Workshops for 'Corporate Secretary and Their Teams' and the highly popular Accredited Series for Governance Professionals held across five Caribbean States. Mr. Manzano holds a Bachelor's of Laws Degree (LL.B) with Honours from the University of London and is a graduate of the Sir Hugh Wooding Law School, and Master of Laws Degree in Corporate and Commercial Law from the University of the West Indies. He has also held the position of Company Secretary in several Limited Liability Companies over the last fifteen (15) years and was the Secretary of San Fernando Community Credit Union (now SFCCU Credit Union) for approximately six (6) years. He also served as Director on various Credit Union Boards since 2003.

FEE STRUCTURE AND POLICY

- A. **Corporate rates are available for groups of five (5) or more learners from the same company at 10% discount.**
- B. **Fees include all learning aids, course material, a Certificate of Participation, refreshment breaks and lunch.**
- C. **Full payment or payment arrangement should be confirmed two-weeks (10 days) before the carded date of the event.**
- D. **Registration confirmation is assured only on receipt of full payments.**
- E. **While we understand companies and government procurement processes and usually receive payments up-to 30 days after the event, private individuals sponsoring themselves must pay in full at least one-week before the event.**
- F. **No refund for cancellation within 5 working days of each event. Substitution of persons is allowed providing that notice is given at least 48 hours before the event. No refund for "no showers" and where registration secured without payment and participants cancelled within 5 days, GovStrat will still be due a minimum of 50% of fee.**
- G. **Only a limited number of participants will be admitted to facilitate a high level of participatory learning.**
- H. **The course maybe postponed or cancelled at any time without prior notice by the hosts and or organisers. In such circumstance, full refund will be made where appropriate.**
- I. **We accept corporate cheques, banker's draft and direct debit via bank-to-bank transfers in local currencies where accepted and United States Dollars.**



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DELEGATE REGISTRATION FORM

Register online at: www.govstratltd.com/upcoming-workshops/registration-details

TITLE OF WORKSHOP:			
COMPANY NAME:			
CONTACT PERSON:		JOB TITLE:	
ADDRESS:		TELEPHONE:	
FAX:		E-MAIL:	
DATE TO BE HELD:		COUNTRY:	
TODAY'S DATE:			

Please register the following person(s): (Place name and position in boxes and write e-mail atop):

Email:

<input type="text"/>	<input type="text"/>
Representative's Name	Position

Email:

<input type="text"/>	<input type="text"/>
Representative's Name	Position

E-mail:

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Representative's Name	Position

E-mail:

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Representative's Name	Position