

Recording Clerk

1. Under the direction of the Clerk, prepare the Agenda for Meeting for Business (usually the week before Meeting for Business).
 - Check the Meeting's annual calendar and add or delete items of business as needed.
 - Look through the previous month's Minutes for items of Old Business.
 - Check with the Clerk to see which committees have indicated they would like to be on the agenda. Those committees are placed on the top of the list of Committee Reports. Committees which have indicated they have no items should be omitted from the list.
 - Print thirty to forty copies of the agenda.
 - Print one copy of the agenda on acid-free paper for "the binder" (an archive which is described below).
2. Take Minutes during Meeting for Business.
 - Note the time at opening.
 - Circulate a signature sheet with the date at the top. Check the list, add any names as Friends arrive, and note the number of Friends for inclusion in the Minutes.
 - Read the previous month's Minutes and record corrections. Corrections may be incorporated by hand on the original or a new version can be printed.
 - Take notes on the Meeting for business.
 - Help the Clerk by ensuring that a clear decision has been made.
 - Assure that the minute notes responsibilities for carrying out a matter of business agreed upon, before moving on to the next agenda item.
 - Use the agenda headings to structure the Minutes.
 - Note the names of those presenting reports.
 - Keep written reports submitted for inclusion in "the binder."
 - Record enough of the discussion to permit the finished Minutes to reflect some of its tone.
 - Have old Minutes available for reference if asked. Note the time of closing.
3. Write up the Minutes.
 - Recording Clerks have found it helpful to write up the Minutes as soon as possible. This practice facilitates the retention of the essence of the Meeting for Business and it permits time for review with the presiding Clerk before the newsletter deadline.
 - The challenge is to be concise, readable, and reasonably complete, while attempting to remain faithful to the spirit of the Meeting for Business.
 - Formal Meeting decisions must be minuted and the general flow of events should be recorded, although separate but related items may be recorded together.
 - It has been our Meeting's practice to associate views with the names of individual Friends only in exceptional circumstances.
 - Clearly note the time, date, and place of the meeting, the presiding Clerk, the number attending, and the times of opening and closing. The Minutes are signed by the Recording Clerk.
 - Consult about uncertain points with those who reported, and review a draft of the Minutes with the Clerk.
 - Print one version for "the binder" on acid-free paper. Print a second version for the newsletter with minimal spacing and margins. Forward this copy to the newsletter editor before the deadline.
 - Insert the agenda, Minutes, signature sheet and any reports into "the binder."
4. Newsletter.
 - Provide an appropriately printed copy of the Minutes to the Editor for inclusion in the Newsletter.
 - The copy is generally required about 10 days after Meeting for Business. As the copy should be reviewed first by the Clerk, promptness in writing up the Minutes is essential.
5. Maintain the Minute Binder.

The large binders of past Minutes are divided into two sections. The most recent twelve months' Minutes are indexed by month for easy reference. The previous few years' Minutes are archived in the same binder. They are arranged chronologically and indexed by year. Space can be made for the current month's Minutes by moving the year-old items to the archives of the most recent year. As required, move an entire year's items to another archive binder which accompanies the binder for recent items.

6. Respond to Friends' Requests For Past Minutes.

The Recording Clerk will on occasion receive a request for a copy of a particular Minute. As these items might be buried in the archive, locating them might require consultation with Friends who remember the occasion of the requested Minute.

7. Maintain the Meeting Annual Calendar.

Review, with the Clerk, the Meeting calendar at least once each year. Update this calendar as necessary. Copies of the current calendar should be distributed to the Clerk and Alternative Clerk. A copy should be located in "the binder" along with the recent Minutes.

Strawberry Creek Board

The Recording Clerk serves as a Secretary of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.

Revised, September, 2006