

Secretary Checklist



CBA Events Contacts:

Shirley Perrin – sperrin@ctbar.org

Taking Minutes

- _____ Take minutes of all meetings (*obtain a substitute if not attending meeting*).
- _____ Minutes to include: Members in attendance, an overview of matters discussed and action taken.
- _____ Submit a copy of the minutes to CBA staff for distribution to section members along with the notice for the next meeting.
- _____ Submit a **final copy** of the minutes to sperrin@ctbar.org to be posted on the Section's Web page.