

## **Appendix YARA Handbook**

Last Update: Feb 13, 2010,  
George VY1GP

### **Form & Guideline for taking Minutes**

**Location:** EMO building, at 60 Norseman Drive

**Members Present:** eg. VY1XX John, ...

**Meeting Start Time:**

**Meeting Adjourned at:**

**Minutes:**

- Amendments (if any):
  
- Acceptance of Minutes Moved by:
- Seconded by:
- Carried

**Treasurer's Report:**

- Acceptance of Treasurer's Report Moved by:
- Seconded by:
- Carried

**Other Business:** (use this format for your notes on each item of business that is on the agenda or added to the agenda – use this sheet and more paper as required)

- Topic:
- Brief explanation (It does not need a lot of details):
- If action is required ...
  - o “It was moved that”...
  - o Moved by:
  - o Seconded by:
  - o Carried

**Writing up the minutes:**

- copy the style from previous minutes
- if you are writing by hand make sure that it is legible
- if you are using a computer you can use a template that is available on the amateur radio yahoo group, files section
- [http://groups.yahoo.com/group/yukon\\_amateur\\_radio](http://groups.yahoo.com/group/yukon_amateur_radio)

**Sending out minutes to members:**

- if your minutes are hand-written, deliver to the Secretary or President ASAP
- if your minutes are in Word or PDF format, email the file to the Secretary ASAP