

SIMON FRASER UNIVERSITY

Procedures

MEMORANDUM

Paper S-20

The Registrar	From <i>sm 11/19/67</i> John Matthews
	Dean of Arts
Subject	Date July 19, 1967

SF3005-6

May I have the following paper circulated to members of Senate, and this item included in the agenda for the next Senate meeting?

Keeping of Minutes

At the last meeting of Senate I proposed the keeping of a transcript of the rough minutes of every meeting as they are taken down by the minutes secretary. The President averred that this would be too costly in secretarial time and that it was unnecessary.

The present practice, as I understand it, is for the minutes secretary to prepare a summary which is presented, with very little editing--for indeed, if secretarial time is precious, how much more so that of the chairman in consultation with the secretary--for adoption at the ensuing meeting of Senate. The only safeguard against error in the minutes is in the memory of senators, who receive a copy of the draft sometimes weeks after the meeting the proceedings of which the minutes record. They are busy people and their memory should not have to be relied upon. There is no other check on the accuracy of the summary minutes.

In my submission this procedure, scarcely sufficient for keeping proper records of proceedings of any group, is wholly inadequate for those of responsible bodies such as Senate and Faculty Council.

I therefore propose that the minutes secretary for Senate and Faculty Council and other important committees be required by Senate to read onto tape, as being quicker than typing a transcript, the noted minutes in extenso, and that this record be available for reference by the chairman when editing the summary minutes--this will also save secretarial time--and be retained for reference in case of need, for a period of twelve months after the date of the meeting the proceedings of which are there recorded. These records could be in charge of a meetings secretary.

John Matthews

JM:els