



The Art of Taking Minutes

Delores Dochterman Benson

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Regardless of the nature of your organization, be it a homeowners association, non-profit, retreat, guild, or corporation, meetings are a very important part of the process. The ultimate teaching and reference tool, *The Art of Taking Minutes* guides the office professional of any level through the many steps of arranging meetings, putting together agendas, taking notes or minutes, transcribing them in a professional format, and doing the necessary follow-up to be successful.

The first book of its kind covering the subject of meeting minutes when published in 1981, Delores Dochterman Benson's indispensable guide remains a leader in its field. With over one hundred sample templates and a chapter on the vocabulary associated with professional minutes, *The Art of Taking Minutes* is easy-to-understand and easy to put into practice. Though thirty years have passed since its initial publication, it remains a timeless resource and the most comprehensive and exhaustive primer written regarding meetings and minutes.

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