

DOES THIS BELONG IN THE MINUTES?

This game is played by placing a “yes” or “no” strip after the statement.

Make two copies of the sheet below. Save one as the answer sheet; cut the other sheet into strips, including cutting away the answers. Save the answers (YES or NO) as strips that can be placed under the statements.

Date and time of the meeting	YES
All main motions as finally adopted	YES
The name of the person who seconded a motion	NO
The signature of the secretary	YES
A summary of a guest speaker's remarks	NO
Whether the minutes of the previous meeting were approved	YES
A list of the refreshments served	NO
The number of votes for each candidate in a ballot election*	YES

*If questioned, the statement is correct if the word “ballot” is inserted in the statement.