



NEED HELP WITH YOUR MINUTES?

PROFESSIONAL
MINUTE-TAKING SERVICE

**AT THE VIRTUAL
COOEE WE HAVE
THE PERFECT
SOLUTION FOR YOU!**

**IMAGINE IF ALL YOUR
MEETING NEEDS WERE
TAKEN CARE OF FOR YOU...**

HOW DOES IT WORK?

Your minute-taking guru will:

- Discuss the needs of the organisation with your Chairperson prior to the meeting.
- Create a minute template for your organisation (or use one your organisation has already).
- Attend your meeting virtually via the online platform that you use (or we will join you on our platform).
- Record and produce the typed and formatted minutes and send to your Chairperson within 7 days of the meeting so they can be reviewed.
- Make any changes made by the Chairperson within the following 7 days which will be updated on the final document.
- Email the final copy of the minutes to the Chairperson for distribution to the committee.
- Job done - all for just \$60/hr + GST!

We provide a virtual minute-taking guru who will attend all of your meetings and create professional and accurate minutes for you.

WHY GO VIRTUAL?

Having a *virtual* minute-taker makes so much sense because it will save you time and money. By using an online meeting platform your minute-taker can join your meeting via computer without even being in the room.

Your virtual assistant will save you lots of money because there are no overhead costs. They have their own computer and software programs. You will not have to pay for travel to the meeting, accommodation costs or for any catering expenses.

Heck, you don't even need to find them a seat at the meeting table!


THE
Virtual **COOEE**
.COM.AU

WHY IS FINDING A GOOD MINUTE-TAKER SO DIFFICULT?

The reason this task is so unpopular is that it requires specific cognitive skills that many people don't possess.

Minute-taking is not just a transcription of the meeting word-for-word, it requires a person to be able to focus and concentrate deeply while distilling the essence of what has been said.

There is often a lot of information discussed in a meeting and the minute-taker has to expertly take in and record a concise summary of what has been discussed. Our virtual minute-takers are professional and are able to take down just the important facts and action items.

WE ARE IMPARTIAL

By having someone who is independent and not a part of the organisation to write the minutes, you can be sure that they will be completely impartial.

Our virtual minute-takers are detached from the politics and preconceptions of the organisation so they are able to record the facts in a way that is fair and balanced. You will know that they are able to record what was said without bias.



THE VIRTUAL COOEE

PROFESSIONAL MINUTE-TAKING SERVICE

ARE YOUR MINUTES IN ORDER?

By using a professional minute-taker you can be sure that your minutes will meet your organisation's Governance requirements.

Our minute-takers will record all decisions or votes and ensure each resolution is included along with the outcomes of the voting. They will clearly record the results of any elections to the board, they will record any declaration of conflicts of interest if required and indicate any important discussions or expressions of opinion. They will also ensure there is a copy of all reports included with the minutes.

Rest assured that our virtual minute-taker will meet your Governance requirements.

YOUR SECRETARY CAN BE INVOLVED IN DISCUSSIONS

A quandary often exists when the Secretary who is the minute-taker wants to be deeply involved in the conversation and has more than just passing knowledge - should they put their pen down and give up minute taking to be involved in the discussion? When you are using a virtual minute-taker, your Secretary can get involved in the discussion and add their valued input.

CONTACT US

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