



# The Art of Taking Minutes

By 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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## **Editorial Review**

### **About the Author**

Delores Dochterman Benson has thirty-seven years of experience as an executive secretary. Starting as a court reporter after graduating from the Court Reporting School of California at Los Angeles, she went on to become a preliminary design and board of directors secretary at Lockheed Aircraft Corporation; a writers' secretary at Selznick Studios; a legal secretary for J.C. Penny; a TV producer's secretary for Republic Studios; a production secretary and script supervisor for O'Connor Productions, before ultimately becoming the personal and private secretary to Donald O'Connor; a marketing administrator and personnel director for Wavetek, Inc.; and an administrative assistant to the board of directors for the Sonoma County Medical Association, serving eight boards of directors, fifteen standing committees. *The Art of Taking Minutes* was originally published in 1981.

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