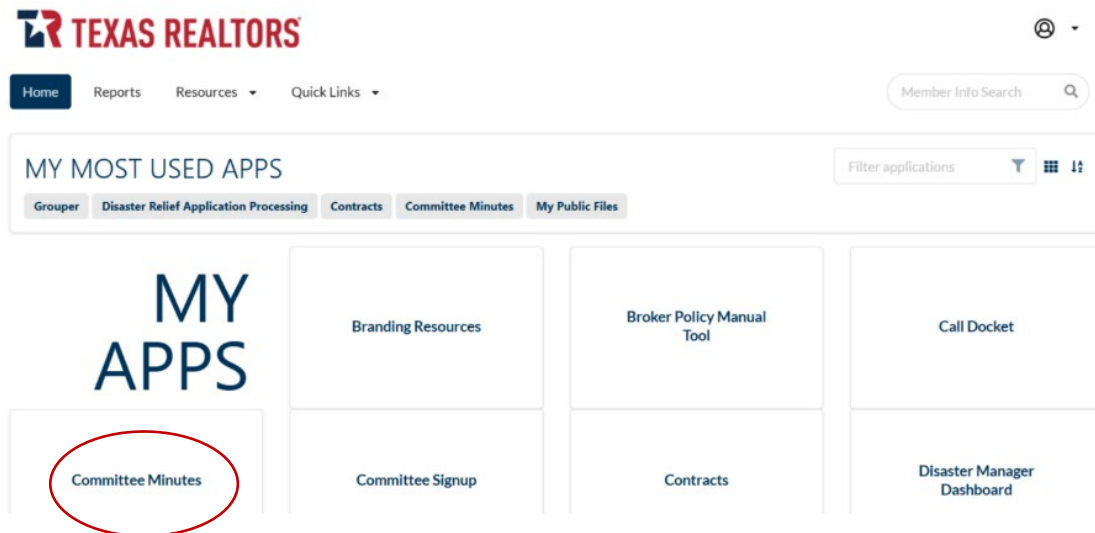


## Committee Meetings Minutes & Attendance

1. Create new committee minutes using the Committee Minutes Form. You can access the Form either through the Texas REALTORS® [My Apps Dashboard](#) or through this direct link, [Committee Minutes](#).



2. Both links will take you to the Committee Minutes Form.



### Committee Minutes

Committee Name \*

Meeting Date \*

Date

Meeting Time \*

Hour Minutes

3. Input required information into the appropriate fields including the Meeting Type, Location, Informational Items, and whether the minutes are “Pending” or “Approved”.

Meeting Type \*

Regular

Special

Location \*

Status \*

Pending

Approved

4. **Adding Attendance.** Select “Yes” if attendance was tracked. Additional text boxes will open to record attendance. Add the names of members in the appropriate boxes that attended the meeting, were absent, or had an excused absence. There is also a box to add names of non-committee members, such as staff, that attended. You can copy & paste names from the committee roster or type in names individually. **Please Note: You must also add the attendance record to Tangilla. See Paragraph 13.**

Attendance

Was attendance tracked? \*

Yes

No

Attending Members

Absent Members

- If the committee considered any motions, select “Yes”, and a text box will open to add the motions. Label each motion as “Motion 1”, “Motion 2”, etc. Record the exact language of the motion and include the result, “adopted”, “failed”, “tabled”, etc. Do **not** include the number of votes or how each member voted.

Were there any Motions? \*

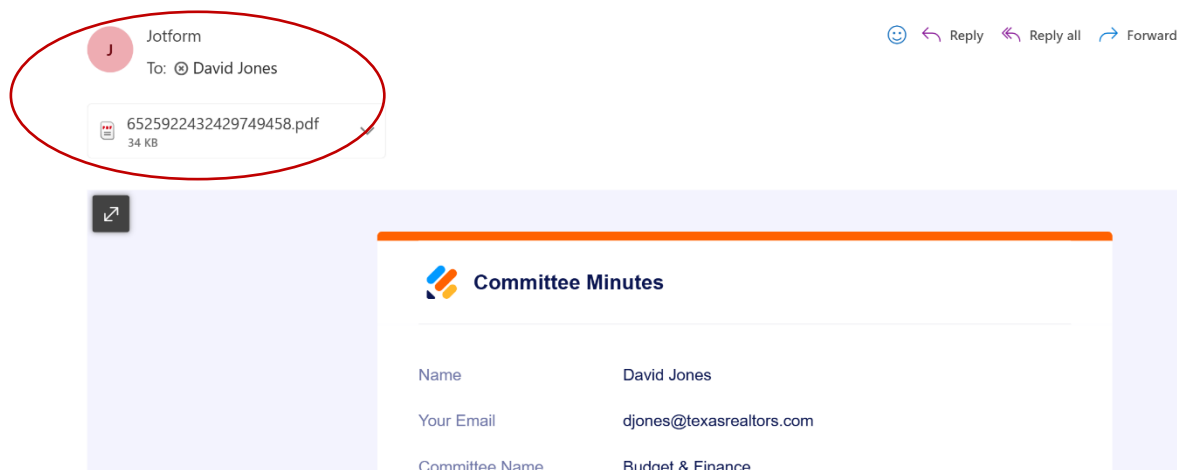
No

Yes

What were the Motions?

[Empty text box for recording motions]

- After you’ve completed the Form, click the “Submit” button. You will receive an email confirmation with a PDF copy of the minutes attached.



- Download the PDF of the minutes to your computer. Choose an appropriate filename. For example, you can include the committee’s name, date of meeting, and pending/approved status, “BudgetandFinance20260421-Pending”.
- Upload the PDF to Tangilla! All Committee Minutes, Pending and Approved, must be stored within Tangilla for appropriate record keeping!**

## 9. How to Upload Minutes to Tangilla on the “Meetings” screen.

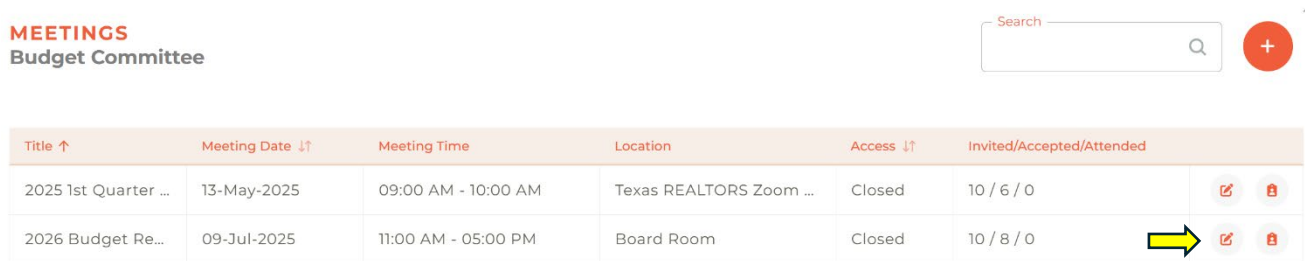
- a. **Step 1** – Select the “Committees” tab at the top of the screen.



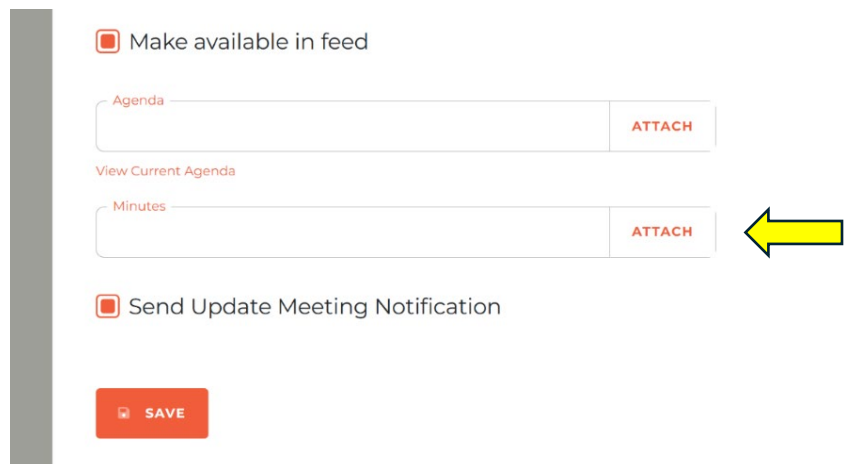
- b. **Step 2** – Click on the 3 dots on the right side of the screen for the appropriate Committee. Select “Meetings” in the pop-up box to take you to the Meetings screen.



- c. **Step 3** – On the Meetings screen, click on the “edit” icon button for the appropriate meeting date.



- d. **Step 4** – On the Edit Meeting screen, click on “Attach” on the Minutes line to upload the minutes PDF. Click the “Save” button. Minutes should be attached to the Meeting they correspond to. Do **not** upload “previous minutes” in this field. “Previous Minutes” that will get approved at the meeting should be part of the meeting materials.




**10. Approval of Previous Minutes**

Minutes must be approved by the committee before they become official records of the Association. Minutes first created by staff for a particular meeting are considered a “draft” version. Draft minutes should be marked as “Pending” when first created. At the next committee meeting, approval of previous minutes should be an item on the meeting agenda. Once approved by the committee, minutes must then be updated from “Pending” to “Approved”.

**11. Updating Minutes from “Pending” to “Approved”.**

**Reopen the original Form and resubmit.** There is a link at the bottom of the email confirmation from your original submission where you can reopen and edit the original Form. You can change the status on the form to “Approved” and make any other needed changes such as updating attendance records. Click the “Submit” button and you will receive another confirmation email that will have the newly “Approved” Minutes as a PDF attachment.

Were there any Motions?	No
Name of Person Recording the Minutes	David Jones
Adjournment Time	04:00 PM
Update your entries if needed: <a href="#">Edit Submission</a>	





**12. Save the “Approved” Minutes PDF to your computer and update the filename. Upload the Approved Minutes PDF to Tangilla on the Meetings Screen using the same process used to upload the original “Pending” minutes.** The approved Minutes should be uploaded to the Meeting that the minutes correspond to. The “Approved” Minutes will automatically overwrite the “Pending” Minutes that were uploaded before.






 **Committee Minutes**

Name	David Jones
Your Email	djones@texasrealtors.com
Committee Name	Budget
Status	Approved

**13. Adding Attendance to Tangilla. It's important for our record keeping that member attendance data is stored in Tangilla!** We will use committee attendance as a factor in determining future key leadership positions. To input attendance, click the “RSVP & Attendance” icon on the Meetings screen.


**MEETINGS**  
Budget Committee



Search   

Title ↑	Meeting Date ↓↑	Meeting Time	Location	Access ↓↑	Invited/Accepted/Attended	
2025 1st Quarter ...	13-May-2025	09:00 AM - 10:00 AM	Texas REALTORS Zoom ...	Closed	10 / 6 / 0	 
2026 Budget Re...	09-Jul-2025	11:00 AM - 05:00 PM	Board Room	Closed	10 / 8 / 0	  

**14.** This will take you to the RSVPs & Attendance screen. Under the “Attended” column, select the appropriate attendance for each member of the committee. Options include, “No”, “Virtual”, “In Person”, or “Excused”.

**RSVPS & ATTENDANCE**  
December 2025 financial & Investment review



Attendee ↑	Position	RSVP ↓↑	Attended
Brian Sales	Member	Accepted	Virtual  
Christy Gessler	Member	Invited	No 
David Jones	N/A	Accepted	Virtual 
David Schnitzer	Member	Invited	In Person 
Deborah Spangler	Chairman	Invited	Excused 
E. Lee Warren	Member	Accepted	Virtual  

**15. Pro Tip: Track Attendance using an Excel Spreadsheet.**

Some staff find it helpful to track attendance using a spreadsheet during the meeting. A spreadsheet provides you with flexibility on how you can record, present, and transfer attendance records to other sources.

**Note: Attendance records must ultimately be inputted into Tangilla for permanent record keeping!**

	A	B	C	D	E
1	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Meeting Date</b>	<b>Attendance</b>
2	David	Schnitzer	Member	April 21 2026	In Person
3	Joseph	Martinez	Member	April 21 2026	In Person
4	Christy	Gessler	Member	April 21 2026	In Person
5	Jan	Hicinbothom	Member	April 21 2026	In Person
6	Kenneth	Hogan	Member	April 21 2026	In Person
7	Jennifer	Wauhob	Member	April 21 2026	In Person
8	Deborah	Spangler	Chairman	April 21 2026	In Person
9	Tony	Lloyd	Member	April 21 2026	In Person
10	Gail	Robinson	Member	April 21 2026	Absent
11	E. Lee	Warren	Member	April 21 2026	Excused