



minutes made **simple**

MAKING YOU LOOK GOOD ON PAPER, SINCE 1996

- Raincoast Ventures is based in Metro Vancouver, BC and has been providing services to government, non-profit, association, business and aboriginal clients across Canada since 1996.
- We understand the importance of documenting your decisions and discussions clearly, accurately and objectively.
- We tailor our products to your specific needs.
- We quickly become a trusted member of your team, allowing you to focus on more important work.
- We have an exceptional team of professionals who love what they do, think on their feet and want to help you succeed.
- Many of our client relationships date back more than a decade, and most of our new work comes from referrals.

VISIT US ONLINE

Drop by www.raincoastventures.com to learn more about us, check out our blog and sign up for free resources. You can also connect with us on social media:



WE'D LOVE TO HEAR FROM YOU

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We're passionate about what we do.

Raincoast Ventures has been providing expert minute-taking, transcription, conference reporting, workshop and coaching services since 1996.

MINUTES & TRANSCRIPTS

- **Action Minutes** – capture decisions and action items during meetings.
- **Summary Minutes** – capture the essence of the meeting discussion, key points, decisions and action items in a narrative summary format.
- **Detailed Minutes** – capture details of meeting discussions, decisions and action items in as much detail as possible, often with comments attributed.
- **Transcripts** – provide a verbatim account of every word said by each person, with comments attributed.

CONFERENCE REPORTS

- A permanent and accurate record of your conference for future reference.
- Includes executive summary, table of contents, narrative summaries of plenary sessions, highlights of breakout sessions, overview of key points and next steps, speaker quotations and more.

WORKSHOPS & COACHING

- Workshops for up to 15 people, tailored to meet your needs, resources, current practices and governing documents.
- One-on-one customized coaching for individual minute-takers seeking to further develop their skills and comfort level.