

Handling the Minutes

In what format should the minutes be printed? The format for minutes is somewhat of a unit preference. The primary concern is that all action be approved and recorded. Minutes may be computer-generated, typed, or hand written. The most commonly used format is a narrative; however, a table or any other form that has been agreed upon by the executive board / membership may be used.

Who gets a copy of the minutes? Minutes of executive board meetings should be made available to all executive board members. (Refer to your unit bylaws to determine who is a member of the executive board.) The secretary makes a brief report of the executive board meeting for the association; however, executive board minutes are not provided to the association. Minutes of association meetings should be posted at general meetings or copies may be made available to those attending the association meeting. At a minimum, hard copies of the minutes must be given to the president and treasurer. The auditor will need minutes while conducting audits. The secretary keeps all master copies of the minutes.

Who approves the minutes? Minutes are approved by the body that created them; e.g., the executive board approves executive board meeting minutes and the association approves association meeting minutes.

How should the minutes be stored? Minutes should be placed in a bound book. A hard-backed, bound minute book is available through the California State PTA Store or a similar book may be purchased at an office supply store. The master copy of the minutes, along with all written reports, should be glued into the book for permanent storage. As an alternative, minutes may be kept together and taken to a binding company for binding at the end of each term. This method is most often used by district and state PTAs, which have accumulated a large number of pages of minutes during the term. Loose leaf or spiral notebooks must not be used to store minutes.

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Secretary