**Name of PTA**

**Executive Board Meeting**

**Date**

**Agenda**

Call to Order President name

Excused Absences:   
Guests:

Presentation/Approval of Minutes Recording Secretary name

Minutes for \*date\* of last board meeting

Correspondence Corresponding Secretary name

President’s Comments President name

1. Announcements/Upcoming events:
2. TCPTA Report

New Business

Officer Reports

1. 1st VP
2. 2nd VP
3. …

Committee Reports

1. Committee chairs to give reports listed here / Present Event Plans

Financial Reports

Financial Secretary Financial Secretary name

Report of the Financial Secretary

Budget to Actual

Treasurer’s Report Treasurer’s name

Report of the Treasurer

Financial Reviewer Report Financial Reviewer (formerly auditor) Name

*(Financial Review report given twice a year)*

Advisor Comments Principal name

Teacher Rep Comments

Additional Business/Comments/Questions

Adjournment

Next Executive Board Meeting – date

Next Association Meeting – date