

Welcome to the Fall 2021 TCPTA Recording Secretary's Training Workshop!

The goal of this workshop is to prepare you for the essential job of Recording Secretary. You will create, through the minutes you record, the working legal record for activities of your PTA. Review the packet information. Reach out with any questions that arise.

Alma Reyes-Thomas, 2021-2022 TCPTA Recording Secretary, tcptarecsec@gmail.com

Key Role as Secretary:

- Takes minutes at the board and association meetings.
- Co-signs formal papers with president like payment authorizations (PAs), formal letters, and resolutions.
- Handles PTA correspondence as directed by the president {corr sec}
- And Maintains and preserves PTA records and important documents to pass on at the end of the term.
- Secretaries are one of three required officers for a PTA, (*Read ByLaws*)

Why & How?

- We are all part of National PTA. As members of this Nation-wide non profit organization, we must all follow rules and regulations. Becoming aware of how to help our unit keep in 'Good Standing' by becoming familiar with the Bylaws and other resources, is one of those ways.
- Another way is to gather materials and information from previous secretary. Materials to collect include executive board and association meeting minutes, meeting agendas, reports, flyers, audits, bylaws, etc.
- The minutes are the official permanent record of the association as a non-profit and are kept **forever**.
- Minutes should be kept in a bound book At the end of a year, minutes and reports may be taken to an office supply store and bound (thermal or press bound). Your school may be able to do this for you.
- If your PTA does not have an "official" corresponding secretary, you are the corresponding secretary.

These are some of the specific duties of a corresponding secretary:

- Conduct all necessary correspondence of the association upon authorization of the president or executive board.
- Notify officers of their election and chairmen of their appointments.
- Send out notices of board meetings, executive committee meetings and association meetings.
- Most PTAs send executive board meeting notices via email or through a calendar that is published at the beginning of the term.

The most important notice is the one for the annual meeting with the election.

Work with the president and parliamentarian to notify members of the most important meeting. Include the date, time, place of the meeting along with agenda items to be considered. The list of nominees for election must be included in the notice.

The notice for association meetings is ten (10) days; the notice for the annual meeting is thirty (30) days.

As a Recording Secretary be ready to:

- Keep an accurate record of proceedings of all meetings of the association and the board.
- Be prepared to refer to minutes of previous meetings.
- Prepare a list of all unfinished business for the president.
- With the president, sign all authorizations for payment authorizing the expenditure of funds follow approval by the association or the executive board in accordance with bylaws. Please refer to the Check Request System: Payment Authorization, Finance section in the CAPTA Toolkit.
- Record all expenditures in the minutes.
- Keep a current signed original set of bylaws and standing rules.
- Perform any other duties as designated by the president or board.

Before the Meeting:

Having the agenda in advance will help you prepare a “framework” for the minutes. Ask for any reports from Committees, Event Planning Worksheets, or Financial Reports.

During the Meeting:

- Regarding the actual minute taking, you need to decide if you are going to use paper and pen, a laptop, or an electronic tablet to take notes of the meeting.
 - Having the agenda in advance will help you prepare a “framework” for the minutes. If using pen, you can take notes right on a copy of the agenda. If using a laptop or other electronic device, you can “save as” minutes and prepare minutes during the meeting, to be cleaned up after the meeting.
- It may be helpful to create a template and then paste in the agenda information before typing the minutes.
- Insist motions be written on a motion slip. There can be no question about the secretary’s transcription of the motions if you are taking the information right from the maker’s motion form.

Motions:

- You can develop your own form. Some PTAs print these on *NCR paper copies going to president, secretary and the motion maker*.
- If money is involved in the motion, the budget number could be included. At the very least, the budget category should be included so the treasurer knows how to record the transaction.
- Motions are needed to adopt budget, financial reports, audit reports and resolutions.
- Motions are needed to approve projects, fundraisers, contracts and bylaws changes, noting a person’s name makes the motion and vote result if adopted or defeated.
- For motions with a counted vote, record if a quorum or majority was needed and the number for and against the motion.
- For motions where a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion.

Minutes Include:

Again, it may be helpful to create a template to use to aid in typing the minutes.

- Association's name,
- meeting type,
- location,
- attendance list (for board meetings), etc.
- Attendance list for associations meetings can be an attached sign in sheet. Many units include a space for attendees to check that are members of that unit.
- Secretaries need to verify membership prior to voting.
- The treasurer's report,
 - The treasurer's report (and financial secretary's report) can be attached in its entirety but the information has to be embedded in the minutes as well. A summary of treasurer's report includes—date report was prepared. The balance on hand at the beginning of the month, income, expenses and balance on hand at the end of the month.
 - There should also be a list of bills paid (perhaps a motion to ratify payment) and those bills that need to be paid (motion to pay)
 - Entire reports should be embedded/summarized with the complete reports attached.
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- financial secretary's report,
- auditor's report can be attached reports.
- Entire reports should be embedded/summarized with the complete reports attached.
- Officer and committee chairmen reports should be summaries of the ACTION taken – not a blow by blow of each report or word by word accounting of discussion.
- During Election:
 - Election results with nominees' names and the number of votes each nominee received.
 - In an election and a ballot is used, the complete number of votes cast per candidate is recorded but usually not announced.
 - Be sure to include a name and title listing of changes to checking and saving accounts signers as a result of the election with an effective date. This is required by the bank in order to change signers once the new board takes office.
- Motion maker's name required. The motion needs to have a second but the name of member making the second is not recorded.
 - Motions are adopted, defeated; sometimes motions are postponed or referred.
 - In a vote where a ballot is used, the number of votes cast *for* and *against* the motion is recorded.
- Brief notes about the program are included – Principal Mr. Black reviewed upcoming school events.
- Minutes are signed and titled: e.g. "Maria Perez, Secretary.' Then dated when adopted.

Distributing – It's always best to complete the minutes soon after a meeting. Send a copy to the president to review before distributing minutes to the group that generated them. There are several ways to share minutes with your members:

- Board meetings – email to members and ask them to bring a copy to the meeting

- Association meeting – prepare copies to be distributed to membership or can be posted at the meeting.
 - And, you can also publish minutes in a unit newsletter if it is sent ONLY to PTA members.
 - For association meetings, provide only a summary of the minutes online and in school newsletters that highlights the main actions taken at the meeting.
- Minutes are ONLY for members and are **not** posted on any website, on social media or in a newsletter in their entirety.
- At association meetings the secretary presents a board report and moves for the adoption of board recommendations. This report can be read at the beginning of the meeting or information can be presented as an agenda item.
- The Recording Secretary is responsible for holding the official membership list. Work with membership chairman/vice president to always have that updated list at each meeting.

Disposition: Minutes are adopted as presented/distributed/read OR Adopted as corrected with corrections noted **in red and initialed** (see slide for example)

Only the group involved in the meeting – the board or the association – may correct minutes from one of **their** previous meetings.

Tips:

- Have your president email a “Word” version copy of each meeting agenda, in advance of the meetings. Use the actual agendas to record the meeting details, to use in preparing the minutes. Hard copy vs computer version...What is best for you? Keep agenda note pages and any additional materials in a clipped packet, in a dedicated file (accordion, box, file cabinet, computer file, Google Doc) for each meeting of each type, arranged by month, with attachments for the minutes of that month. Organization is critical as you will have a LOT of documents to sort/maintain.
- You may want to set up templates—one for board meetings and one for association meetings. See templates from TCPTA, on TCPTA website, for possible use.
- Be sure to make a copy of everything—reports, agendas, flyers, etc. These materials also go in the dedicated file for each meeting of each type, arranged by month. One set is for the permanent record (pages are bound in a book or pasted into a recording secretary’s book.) Store the permanent record papers by month (until bound).
- Have meeting attendees use motion slips or write motions in chat...every time.
- Keep a “recording secretary’s kit” with you—It is useful to have these often needed supplies for use at meetings: post-its (small and a bright/pastel one), mini stapler and staples, scissors, permanent marker, paper clips, pens (including a red pen), scotch and blue painter’s tape.

Resource packet for workshop 9-27-21 (also posted on the TCPTA website)
www.torrancecouncilofptas.org

1. Welcome to the Fall TCPTA Recording Secretary Training Workshop (PDF)
2. Recording Secretary Job Description (PDF)
3. Motions - What to do (PDF)
4. TCPTA Motion Form (Fillable PDF)
5. Template - Association Electronic Meeting Minutes (DOC)
6. Template - Board Meeting Minutes (DOC)
7. Sample Minutes (PDF)
8. Tips for Recording Secretaries (PDF)

Other Useful Links:

<https://33rdpta.org/>

Training => Recorded Workshops

<https://capta.org/>

PTA Leaders => Run your PTA => Toolkit