



READY, STEADY, GO!

Welcome to one of the three essential positions in PTA—the others being President and Treasurer. Hopefully this handout will provide an overview of your position and guide you through the first meeting, and then your first set of minutes.

Before the first meeting:

- Assemble your supplies together and put them in a bag dedicated for PTA use only. This will allow you to quickly grab everything so you can head out to your meeting.
- Get the minutes from the last meeting from your predecessor and make copies if needed. Be sure to ask your president how many copies to make.
- Refer to the **Sample Minutes** to see what you'll want to write down during the meeting. The Sample Minutes can be found on the TCPTA website.
<https://www.torrancecouncilofptas.org/virtual-training>.
- It is helpful to create templates to use when typing up the minutes. You should request the meeting agenda prior to the meeting.
- Make a sign-in sheet.

When you get to the first meeting:

- Set out the copies of the minutes, if needed and the sign-in sheet.
- Get two copies of the agenda, all financial reports, other reports, and flyers. One set will be placed into a three-ring binder for your reference and brought to the meetings or you can omit this set if you are able to quickly access the information electronically at a meeting.
Keep the other set at home and it will be bound at the end of your term. You can omit the second set of minutes, if you are not going to bind hard copies of the minutes.

What you make note of the meeting:

- Write down the time the meeting started.
- Write down the formal changes to the agenda that are announced—any changes will be red lined.
- Write down the corrections to the minutes (if any)—corrections will be red lined.
- Write down brief notes for each agenda item.
- For each motion that is made, write down the first and last name of the person making the motion, the exact words of the motion, that the motion was seconded (name not written down/ recorded), and if it was adopted or not adopted. Use a motion slip to ensure that the motion is recorded accurately.
- Write down the time the meeting ended.

Writing/typing up your minutes:

- Minutes are a record of **actions** taken by the PTA, **so you must record all motions made during the meeting**. Numbering the motions (starting with 1 for each meeting) makes them easy to identify especially if there are corrections being made. The president may also ask you to make sure a particular statement or informal decision is included in the minutes so it's part of the permanent record.
- *Other than motions*, the minutes are NOT a record of what was actually said. It *is* helpful to note the topic of discussion and the general points raised in discussion, but it is not necessary to record details. Never include personal, inflammatory, or confidential comments.
- **Under the Treasurer's Report, you must record the opening balance, the total deposits, the total disbursements and the closing balance, in addition to any motions regarding checks already paid (ratification) or checks to be written (approval).**
- Write up the minutes as soon as possible, use the **Sample Minutes** as a reference for format and language, especially for motions.
- When you have finished, email the draft to your president for review. After you get your president's approval, print out the minutes. Once printed, the minutes are frozen. They are **never corrected again** on the computer. **All further corrections are done in red pen on the physical copy.**

Making corrections to the minutes or agenda:

- If there are corrections to the minutes/agenda, **you will mark them on the physical copy of the minutes/agenda themselves. Circle the error in red ink and write the correction in red ink in the margin. Date the correction.**
- Some presidents request that you email the minutes to the Executive Board in advance of the meeting. Be aware that if anyone informs you of errors, you **CANNOT** correct the errors on the computer. You may make the corrections in red (see directions above) on the permanent record copy of the minutes with the date of the email sent to you; you may make a list of those corrections to announce at the next meeting. Or you may choose to wait until the meeting and get the corrections all at once.

Other things you do:

- Construct your binder by adding the agenda, all financial reports, other reports, and flyers along with the minutes for your reference.
- Assemble the second set of documents—agendas, all financial reports (including the financial reviews), other reports, flyers, copies of contracts, minutes, etc. to keep for your permanent record. Do not hole punch these documents.
- **YOU WILL NEED TO KEEP THE PERMANENT COPY OF THE MINUTES (TRADITIONAL BINDING OR DIGITAL BINDING)**
 - PDF documents stored somewhere you decide that's password protected
 - Available to members but not the public
- **TRADITIONAL BINDING**
 - Make sure that you keep everything for each meeting clipped together in agenda order, and each of the two types of meetings (executive board and association) separate.

- Store each meeting's materials in a safe place (an accordion folder works well).
- Documents being bound need to be signed.
- Prepare a cover sheet with the school year, book # (like book #1 of 2), maybe include the president's logo.
- Take the documents in order and have them bound (permanent adhesive binding, not spiral or comb binding) at an office supply store or print shop.
- **DIGITAL BINDING**
 - Sign the minutes digitally (or sign and then upload) and save as a PDF.
 - Store the minutes and corresponding materials (agendas, reports, financial reviews, etc) into as a file in a PTA owned drive that is password protected (like a Google Drive).

If your PTA needs help setting up a Google Workspace or would like more information on Google Groups, please reach out Cayme Momita, 7vp@torrancecouncilofptas.org