



Sample PTA/PTSA Minutes *[instructional comments are italicized in brackets.]*

- Your president's agenda should always have the Call to Order, the Adoption of the Agenda and the Approval of the Minutes at the beginning of the meeting. After that, the agenda order will depend upon what your president sets. Because financial matters require a vote, the Financial Reports are sometimes scheduled mid-meeting to be certain of having a quorum.
- You always end the minutes with the Adjournment, followed by your name and under that, your title (Recording Secretary). If someone has to take notes for you, that person (**who should be appointed by the presiding officer as soon as the meeting is called to order**) writes/types up the minutes and ends with the title Recording Secretary Pro-Tem (which means for the time-being).
- **Make your life easy: use the appropriate wording provided below, especially for motions. Give the wordings to the treasurer!**
- **Type your motions in bold or all capital letters or both. This makes them easy to find.**

SELENA SLOAN BUTLER MIDDLE SCHOOL PTSA ASSOCIATION MEETING

February 26, 2013

Present: *[LIST ALL THE NAMES FROM THE SIGN-IN SHEET USING ALPHABETICAL ORDER BY LAST NAME.]*

Excused absences: *[Names are provided by the president; list the names in alphabetical order by last name.]*

Call to Order: The meeting was called to order at 7:04 p.m. in the school library, President Lily Marlene presiding. *[If the recording secretary is absent, the president appoints a secretary pro-tem at this point in the meeting. Similarly, if the parliamentarian is absent, the president appoints a parliamentarian pro-tem at this point in the meeting.]*

Adoption of the Agenda: The agenda was adopted as presented. OR The following changes were made to the agenda order: *[List the changes.]* The agenda was adopted as corrected. *[Note that no motion is needed; the president merely states that the minutes were adopted as presented or as corrected.]*

Approval of Minutes: The minutes of January 24, 2013 were approved as presented. OR There were two corrections to the minutes of January 24, 2013: *[list the corrections.]* The minutes were approved as corrected. *[In addition to writing out the corrections in the notes of the meeting to be written up, the secretary must circle the errors in red ink in the hard copy of the minutes being corrected and write the correction in the margin and date the correction.]*

Financial Reports:

Financial Secretary's Report—Georgia O'Keefe: Georgia made one deposit, all spirit wear, for a total of \$2,650.73. *[Some units have a financial secretary; if your unit doesn't, you omit this entry.]*

Treasurer's Report—Andy Warhol: The opening balance on January 27, 2013 was \$2,672.65; the total income was \$2,650.00; the total expenditures were \$501.31; the ending balance on February 24, 2013 was \$4,821.34. The report was filed for audit. *[Note that no motion is needed for the report itself. The president needs to say that the report is filed for audit.]*

There must be a motion to ratify all the bills paid by checks since the previous association meeting. The treasurer makes this motion using the following wording.

MOTION: ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED February 9-February 23, 2013, FOR A TOTAL OF \$501.31. THE MOTION WAS SECONDED AND ADOPTED.

Recording – When taking minutes at a meeting, focus on noting:

- Actions taken by group in the order they took place
- What is done, not what is said

This means that any detailed discussion or personal opinion is not included in the minutes.

Whether you hand-write or use a laptop or device to take notes at a meeting to produce the minutes, remember to include the following information:

1. Meeting Details:

- Name of your PTA
- Date, place and type of meeting
- Start time and end time of meeting
- Attendance list
- Name and title of presiding officer

2. Business Items:

- Approval of previous meeting's minutes 'as written' or 'as corrected' with a list of corrections
- Summary of treasurer's report listing date and balance on hand in the last report, income, expenses and date and balance on hand in the current report
- Motions to adopt budget, financial reports, audit reports and resolutions
- List of payments authorized or expenditures ratified to pay bills
- Motions to approve projects, fundraisers, contracts and bylaws changes, noting person's name making a motion and vote's 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 requiring a two-thirds vote, note that a two-thirds vote was required for approval after the outcome of the motion

3. Summaries of Reports/Presentations:

- Summary of officer, chairmen and administrator reports with important, written reports attached
- Election results with nominees' name and the number of votes each nominee received
- Brief reference to program presented at an association meeting, noting type of presentation, presenter, title and organization represented

In addition, at the end of the minutes, add your signature and title: e.g. 'Maria Perez, Secretary'.

If the treasurer wants to write checks at the end of the meeting, there needs to be a motion to approve payment of specific items.

MOTION: ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2013: CHECK # 3250 TO ANDY WARHOL IN THE AMOUNT OF \$45.67 FOR PHOTOCOPYING EXPENSES AND CHECK # 3251 IN THE AMOUNT OF \$37.50 TO FRIEDA KAHLO, THE REFLECTIONS CHAIR, FOR CERTIFICATE EXPENSES, FOR A TOTAL OF \$83.17. THE MOTION WAS SECONDED AND ADOPTED.

Similarly, if a budget item was not sufficient, a motion would be needed to increase the amount available to the treasurer. This type of motion could be made by the treasurer, if s/he knew in advance, or by someone else. In the example below, the treasurer makes the motion, but the Yellow Ribbon Committee chairman could have made the motion instead.

MOTION: ANDY WARHOL MOVED TO CHANGE THE RED RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$130.00 AND TO CHANGE THE YELLOW RIBBON WEEK EXPENSE BUDGET FROM \$150.00 TO \$170.00. THE MOTION WAS SECONDED AND ADOPTED. Before the vote, Andy explained that the YRW chairman forgot to include the shipping cost for pencils; the money left over from RRW last fall will cover the shortage. *[The brief explanation is useful to include in the minutes.]*

Auditor's Report—Anna Pavlova: Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Audit completed February 15, 2013."

MOTION: ANNA PAVLOVA MOVED TO ADOPT THE AUDIT FOR THE PERIOD JULY 1-DECEMBER 31 2012, COMPLETED ON FEBRUARY, 2013. THE MOTION WAS SECONDED AND ADOPTED.

The Auditor's Report will be filed for audit.

[The auditor could also have found the financial records substantially correct or incorrect and would then have provided a list of corrections to be made. The auditor makes this report twotimes a year. At most unit meetings, the auditor has no report. A council auditor might remind units to start their audits, and that request should be recorded in the minutes.]

[Agenda items your president might include are: Principal's Report, Program Presentation, Faculty Representative Report, President's Report, Vice Presidents' reports, Officers' Reports, Committee Reports. The agenda might list each Vice President separately, or have all Vice Presidents' reports as a category, with each Vice President as a sub-group, and all Chairmen Reports as a category, with Standing Committees first and special committees following. You can format it with indents or using bold, to make the sections easy to follow.]

Unfinished Business: *[Note: There is never old business.]*

New Business:

Announcements:

Adjournment: The meeting was adjourned at 8:34 p.m.

Sebastian Coe
Recording Secretary

_____date adopted as printed _____date adopted as corrected