\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President called the meeting to order at time.

Quorum was/was not met.



Attendance: (list in alphabetical order)—Type the names into your template

Excused Absences: List any



Torrance Council of PTAs

Executive Board Meeting

January 6, 2009

Guests or Courtesy seats: List

Agenda adopted as printed or corrected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Recording Secretary reported:

\_\_\_\_\_\_\_\_\_\_\_\_\_ presented the minutes from the date meeting. Minutes will be filed for audit as printed or corrected.

Adele Kaplan’s motion was recorded incorrectly. The corrected motion includes Ann Cooper, not Adele Kaplan as previously stated. The motion should read:

**Motion:** *Adele Kaplan moved that we send Cindy Shields,* ***Ann Cooper*** *and Keith Musick to Thirty-Third District’s Annual meeting at a cost of $20 per person*

**Motion was seconded and adopted.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Corresponding secretary reported:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Executive Vice President discussed the following:

Director’s Reports:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 1st Vice President, in charge of Programs discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2nd Vice President in charge of Ways & Means discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 3rd Vice President in charge of Membership discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 4th Vice President in charge of Hospitality reported the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Historian reported/had nothing to report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Parliamentarian discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Financial Secretary discussed the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ presented the date budget report (attached)

Balance on hand as of 7/01/20 $

Total Receipts $

Total Disbursements $

Balance on hand as of \_\_\_\_\_\_ $

Total Membership 2020-2021 \_\_\_\_\_\_\_\_\_

 Traditional \_\_\_\_\_\_\_\_

 Totem \_\_\_\_\_\_\_\_\_\_\_\_\_

Date budget report will be filed for audit

**Motion**: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_moved to approve the payment of checks #\_\_\_\_\_ to #\_\_\_\_\_\_ to pay the following bills as read:*

 *Check # To: For Amt.*

 *$*

**Motion was seconded and adopted.**

\_\_\_\_\_\_\_\_\_\_\_\_, Treasurer discussed the following:

Balance on hand as of:

Beginning balance date $

Total Receipts $

Total Disbursements $

Ending balance date $

Date Treasurer’s report (attached) will be filed for audit.

**Motion**: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ moved to ratify checks #\_\_\_\_\_\_ to #\_\_\_\_\_\_\_, in the amount of $\_\_\_\_\_\_\_\_ as printed in the date Treasurer’s Report*.

**Motion was seconded and adopted.**

Audit dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_covering the period of January 1, 2020 to June 30, 2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Auditor reported:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has examined the financial records of the treasurer of \_\_\_\_\_\_\_\_\_PTA/PTSA and found them correct.

**Motion:** *\_\_\_\_\_\_\_\_\_\_\_ moved to adopt the date audit, covering the period of January 1, 2020 to June 30, 2020 as presented*.

**Motion was seconded and adopted.**

Old Business: List or None

New Business: List or None

Next Board Meeting will be held on date at location/via Zoom at time.

Meeting was adjourned at time.

*Your Signature*

Your name, Recording Secretary

Approved as printed \_\_\_\_\_initial & date\_\_ Approved as corrected \_\_\_\_\_ initial & date\_\_\_