Welcome and thank you for joining us!
Minutes Make the Meeting

The Role of the Secretary in PTA
Secretary Humor

1. Avoid alliteration. Always.
2. Prepositions are not words to end sentences with.
3. Avoid clichés like the plague. (They’re old hat.)
4. Eschew ampersands & abbreviations, etc.
5. One should never generalize.
6. Comparisons are as bad as clichés.
7. Be more or less specific.
9. Exaggeration is a billion times worse than understatement.
10. Parenthetical remarks (however relevant) are unnecessary.
11. Who needs rhetorical questions?

DO YOU HAVE THE WRITE STUFF?
Not This...
This...
Responsibilities for all Secretaries

• Attend training – YAY! You’re here
• Gather materials from previous secretary
• Keep concise records
Corresponding Secretary
Corresponding Secretary Responsibilities

- Meeting notices
- Reading mail received
- Write letters authorized
- File letters/mail received
Recording Secretary
Bring to Every Meeting

• Bylaws
• Minutes from past meetings
• Red pen/pencil for corrections
• Membership list
• Paper for ballots
Ask For

• Agenda in advance
• Motions in writing
Motion Blank

Sunshine PTA

I move ________________________________

_______________________________

_______________________________

_________  _________
Name      Date
Minutes Include...

• Name of association, kind of meeting, date, time and place
• Name and title of presiding officer
• Attendance list
Minutes Include...

• Disposition of minutes
• Statement of accounts and list of bills approved for payment
• Summaries of reports
Minutes Include...

• All motions including name of maker and disposition
• Results of any elections
• Program notes
Lastly, Minutes Include...

• Time of adjournment
• Signature of secretary and date approved
Correcting Errors

• Susie King moved Sunshine PTA purchase a new microphone for use at PTA meetings using budget line “reserve.”

Adopted

• Sue 6/3/17

The minutes of the June 15, 2015 meeting were printed and approved as distributed.

Frank Green, treasurer, presented the treasurer’s report. Complete report included in the master copy of the minutes.

<table>
<thead>
<tr>
<th>Checking</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance on Hand @ 6/30/2015</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Receipts</td>
<td>500.00</td>
</tr>
<tr>
<td>Disbursements</td>
<td>-499.00</td>
</tr>
<tr>
<td>Balance on Hand @ 9/14/15</td>
<td>2,901.00</td>
</tr>
<tr>
<td>Total Balance</td>
<td>9,803.00</td>
</tr>
</tbody>
</table>

Heather Grey, auditor, moved to adopt the audit report covering the period January 1, 2015 through June 30, 2015. Adopted

There were no recommendations or audit findings.

F. Green moved the adoption of the 2015-2016 Sunshine Elementary PTA budget. Complete budget included in the master copy of the minutes. Adopted

F. Green moved to pay Circus Book Fairs $499.00 for the September 2nd book fair. Adopted

Sue King, secretary, presented the executive board report including:
- Interview of family engagement program providers
- Interview of fund raising companies
Action will be brought to a future meeting when plans are confirmed.

Carol Black, ways and means vice president, reported consideration of fund raising companies for the spring fund raiser. Action will be brought to a future meeting when plans are confirmed.

John Taylor, family engagement chairman, moved Sunshine Elementary PTA sponsor a multi-culture pot luck dinner in November in the school multipurpose room. Adopted

J. Taylor introduced Dr. William White who presented a program on how to increase family involvement at school.

M. Brown announced the next association meeting will be October 15 in the school library. The president invited all to partake in refreshments.

The meeting adjourned at 7:30 p.m.

Sue King
Secretary
Between Meetings

• Prepare minutes promptly.
• Share with president.
• Sign authorizations for payment.
• Call meeting to order.
QUESTIONS?
THANK YOU FOR ATTENDING!