

***WELCOME AND THANK  
YOU FOR JOINING US!***

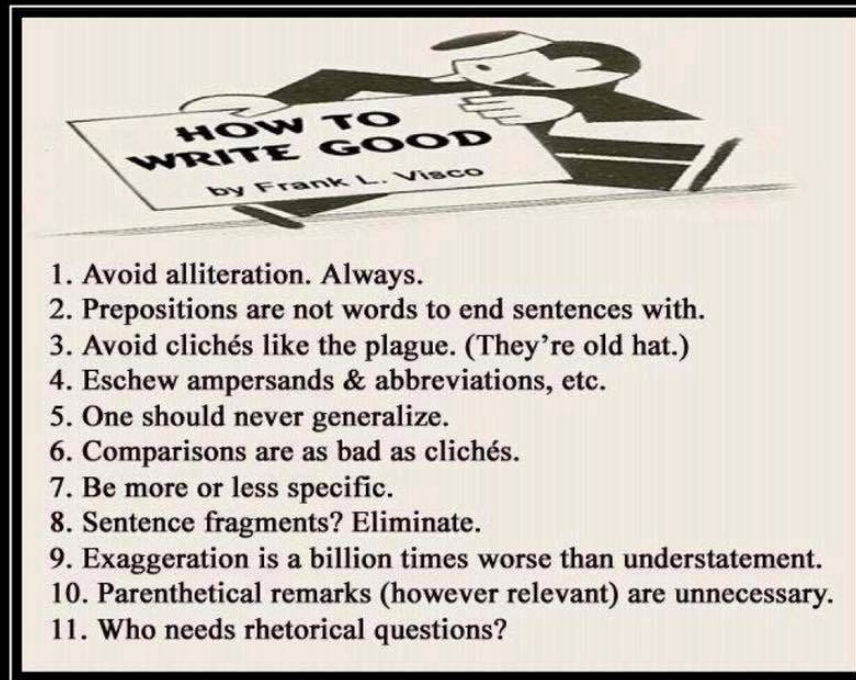




# Minutes Make the Meeting

## The Role of the Secretary in PTA

# Secretary Humor



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

Sunshine Elementary PTA



everychild.onevoice

1234 Main Street, Anytown, CA 90000 • office@sunshineelementarypta.org

Mary Brown, president, called the Sunshine Elementary PTA meeting to order on September 15, 2015, at 6:30 p.m. in the school library. Boy Scout Troop 1234 presented the colors and led the Pledge of Allegiance. Attendance report: M. Brown, F. Green, H. Grey, S. King, C. Black, J. Taylor, M. Smith, C. Smith, A. Brown, M. Cruz, T. Green, P. Grey, M. King, G. Black, T. Nguyen, M. Tang, T. Evans, G. Evans, R. Edwards, P. Edwards, E. Edwards, A. Adams, J. Adams, B. Franklin, D. Lincoln, S. Ramirez

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.

	Checking	Savings
Balance on Hand @ 6/30/2015	2,800.00	7,000.00
Receipts	500.00	2.00
Disbursements	-499.00	-0.00
Balance on Hand @ 9/14/15	2,801.00	7,002.00
Total Balance \$		9,803.00

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!