Sample Minutes

Golden State Elementary PTA
Association Meeting
November 1, 2006

The association meeting of the Golden State Elementary PTA was called to order by Selena Butler, president, at 7:00 PM in the school library.

Attendance: Smith, Jones, Butler, Birney, Hearst, Brown and Black
Excused: Green

The Pledge of Allegiance was led by Boy Scout troop 122. Phoebe Hearst gave an inspiration.

The minutes of October 2, 2006 were approved as presented (or corrected; if corrected list corrections).

The financial report was given by Marla Jones. Balance on (insert date) was ____. Total receipts were _____. disbursements were _____. Balance on hand as of (insert date) was _____. (Attach financial report to master copy of the minutes if information not included in minutes.)

Alice Birney moved to pay the bills as listed. (List bills.) MOTION ADOPTED

Joan Black, Vice President Fund Raising, reported net income of ____ for the winter carnival, after expenses.

Eve Brown, Vice President Programs, moved to host a Parent Education program on Jan 18, 2007, cost not to exceed ___. MOTION ADOPTED

A short presentation was given by the fire department on school safety.
Announcements were made and the meeting was adjourned at 8:15 PM.

Casey Smith, Secretary
Date approved ________________

Secretary Records

The PTA secretary should bring the following to meetings:

Two years minutes (for reference)
Copies of agendas
Current bylaws and standing rules
Current membership list
Roster of elected board and appointed chairmen
Current reports
Paper for ballots
Correspondence received (if there is no corresponding secretary)
Motion blanks
Office supplies as needed

Mission Statement of the CALIFORNIA STATE PTA

The mission of the California State PTA is to represent our members and to empower and support them with skills in advocacy, leadership, and communication to positively impact the lives of all children and families.

California State PTA
every child. one voice.
**PTA Secretary**

The secretary is elected by the association and is one of the three required officers to be a PTA/PTSA. The secretarial responsibilities may be assigned to one person or divided between a recording secretary and a corresponding secretary as specified in the bylaws. If there is no corresponding secretary, those duties may be combined with those of the recording secretary, in accordance with the bylaws.

**Responsibilities of the Secretary**

The PTA secretary shall:

- √ keep an accurate record of the action taken at the meeting
- √ have extra copies of agendas and motion forms
- √ retain all master copies of the minutes
- √ have a current copy of the bylaws with all amendments recorded and a current copy of the standing rules
- √ keep up to date membership roster and lists of PTA committees
- √ handle correspondence as assigned by the president
- √ notify members of meetings
- √ retain all materials, contracts, motions, etc., until the end of the term
- √ perform other duties as assigned by the president or listed in the bylaws or standing rules
- √ pass on all materials and records in a timely manner at end of term
- √ sign all authorizations for payment upon approval of association or executive board

**Correcting the Minutes**

All corrections to the minutes should be made on the Master Copy of the Minutes.

Corrections are made after presentation, during the time specified on the agenda for the minutes. Corrections are to be made in red ink.

Circle mistakes and make corrections in the margins.

Corrections must be dated and initialed.

Corrections may only be made by the group that generated the minutes being corrected.

Corrections may be made at any meeting when errors are discovered.

Corrections to past minutes will be noted in current minutes.

**Master Copy of the Minutes**

The Master Copy of the Minutes is the official copy that is signed, dated for approval, and corrected as necessary, and filed in a bound secretarial book. This is the copy used for purposes of auditing the PTA books.

For further information on the duties of the PTA secretary, please refer to the California State PTA Toolkit, section 2.3.13 Secretary, and Robert's Rules of Order, Newly Revised.

**PTA Minutes**

PTA minutes should contain:
- name of the PTA/PTSA as listed on the bylaws
- type of meeting (association, executive, board, committee, special)
- date, time, and location of meeting
- name of presiding officer
- names of those attending (may also include any excused)
- the required quorum and if established
- disposition of the previous minutes (approved as presented/corrected, etc.)
- financial report attached or in body of minutes
- bills approved for payment
- summarized reports (reports may be attached)
- motions as moved and voted upon (ADOPTED or DEFEATED) and maker of the motion
- election results and votes cast
- brief notes on programs presented
- time of adjournment
- signature and title of secretary
- approval date

Minutes are the official legal record of the PTA/PTSA and are to be retained permanently in a bound book.