**Unit PTA Association Meeting**

**Month, date, year**

**Location**

| Agenda Item | Discussion | Action/Recommendation |
| --- | --- | --- |
| Call to order |  | the president called the meeting to order at a.m. |
| Attendance |  |  |
| Minutes  secretary’s name |  |  |
| Financial Report  treasurer’s name |  |  |
| President Report  name of president |  |  |
| Executive Vice President report  name of EVP |  |  |
| Advocacy report  name |  |  |
| Membership  name |  |  |
| other reports continued |  |  |
| Adjournment |  | name of president called adjourned the meeting at a.m. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_name of secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_minutes approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_minutes approved as corrected