

Meetings

Gone Wild

Leadership Services Commission

Sample PTA agenda

CALL TO ORDER (on time!)

The president stands, raps gavel once and calls the meeting to order.

“The meeting will please come to order”

OPENING CEREMONIES

Pledge of Allegiance (not “flag salute”)

“_____ will lead us in the Pledge of Allegiance.
Will you please stand.”

READING/APPROVAL OF MINUTES NO MOTION NEEDED

“The secretary will read the minutes of the ____ mtg.”
The secretary stands, addresses chair and reads minutes.

“Are there any corrections?”

(Omissions and additions are also corrections.)

Or (with approval of group) the minutes may be assigned to a committee for approval or correction.

“The minutes stand approved as read,” or
“The minutes stand approved as corrected.”

FINANCIAL REPORTS

(treasurer, financial secretary, budget & finance chairmen)

NO MOTION NEEDED

“_____ will present the treasurer’s report.”

“You have heard the report of the treasurer.

Are there any questions?”

“The report will be filed for the auditor.”

AUDIT REPORT (semi-annual)

MOTION NEEDED TO ADOPT

“It has been moved and seconded that the audit report be adopted.” (Follow steps for a motion)

PRESENTATION OF BILLS

MOTION NEEDED TO PAY BILLS

“The treasurer will read the bills.”

Since approval of budget does not authorize expenditure of funds, BILLS MUST BE PRESENTED AND THEIR PAYMENT VOTED UPON.

(Bills should be itemized in minutes as to amount who is to be paid and what payment covers.)

“It has been moved and seconded that the bills be paid.” (Follow steps for a motion)

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COMMUNICATIONS

Communications are read by (corresponding) secretary and, if action is required, may be acted upon as read.

“The (corresponding) secretary will read the communications.”

REPORT OF THE EXECUTIVE BOARD (for association meetings)

MOTION REQUIRED
BUT A SECOND IS NOT, WHEN A MOTION
COMES FROM A COMMITTEE/BOARD

A summary report (not the minutes) is read for the information of the members. Recommendations are voted upon one at a time, the secretary moving the adoption of any of the recommendations.

“The secretary will present the report of the executive board.” “You have heard the recommendations.” (follow steps for a motion)

REPORTS OF COMMITTEES

President calls for the “report of the committee”, not the “chairman’s report”. Person making the report moves the adoption of any recommendations.

“____ will present the report of the ____ committee.”

“Are there any questions regarding the report?”

“If not, the report will be filed” or “You have heard the recommendations”
(follow steps of a motion.)

UNFINISHED BUSINESS

President presents each item of unfinished business.

(The president should not ask “is there any unfinished business?”)

“The first item of unfinished business is ____”

NEW BUSINESS

A motion is necessary before discussion and vote on any new business.

“The first item of new business is ____”

PROGRAM

The president introduces the chairman to present the program.

“____ will present the program.”

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ANNOUNCEMENTS

Date of next meeting and important activities should be announced.

If there is a social time following the meeting, this should be announced.

“Are there any announcements?”

Examples: “The next meeting will be ____”

“Refreshments will be served.”

ADJOURNMENT

President raps gavel once.

NO MOTION IS NECESSARY

“The meeting is adjourned.”



MINUTES

Minutes are PERMANENT LEGAL RECORDS of all proceedings of the association. They should be accurate and complete. Corrections to the minutes should be made in the margin after circling the incorrect words. Never erase or strike out words when correcting minutes. Minutes must be kept forever.

SAMPLE ASSOCIATION MINUTES

SHOULD CONTAIN	EXAMPLE
Name of association, kind of meeting, date, time, place, name and title of presiding officer	The association meeting of the XYZ Middle School PTSA was called to order by Sue Nelson, president, at 7:00 P.M. in the school library, on Wednesday, February 3, 2010.
<u>Opening ceremonies:</u> When the meeting is held in a public building the Pledge of Allegiance should be recited. Other ceremonies are optional.	...The Pledge of Allegiance was led by Girl Troop 122. Phoebe Hearst, vice president of programs, shared an inspirational message. A courtesy seat was granted to Mr. John Black, assistant superintendent of secondary education.
<u>Disposition of minutes</u> of the previous meeting: minutes are read or distributed and approved or approved as corrected.	...Minutes of the January 7, 2010 meeting were approved as presented. OR Minutes of the January 7, 2010 meeting were approved as corrected. (Include corrections in the minutes.)
<u>Treasurer's report:</u> Should contain the balance on hand, receipts and disbursements.	...John Jones, treasurer, reported a balance on hand of \$25,654.73, with receipts of \$2,492.75 and disbursements of \$2,222.65. (Entire report should be written in or attached to the minutes.)
<u>Presentation of bills:</u> Since approval of the budget does not authorize the expenditure of funds, bills must be presented and payment must be voted upon by the association. Bills should be itemized as to the amount, the payee, and the purpose of the payment.	... MOTION: John Jones, treasurer, moved to pay bills in the amount of \$1,272.07. (An itemized list of bills should be written into the minutes.) Adopted.
<u>Reports of officers and/or chairmen</u> should be summarized. Written detailed reports should be filed in the chairman's procedure book and attached to the master copy of the minutes.	...Community Concerns Chairman Betty White reported that the Internet safety presentation held on January 25, 2010 had a total of 67 attendees.

Motions: Record the name of the maker and whether the motion was carried or defeated. The name of the person seconding the motion and any discussion in not included.

Program: Kind, who participated, name and title of speaker.

Announcements: These are detailed in the minutes, but not read.

Time of Adjournment

Secretary's signature

..**MOTION:** Evelyn Brown moved that the PTA conduct a survey of parents and students on programs they'd like the PTA to provide.

Adopted.

...Louis Gray, program chairman, introduced the speaker, Sgt. Ed Collins, from the Sherriff's Department. He presented information about Internet safety for children.

...Announcements were made.

...The meeting was adjourned at 8:30 P.M.

...Sign name and title. "Respectfully submitted" is no longer used.

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Types of PTA meetings

For each PTA, various groups are assigned specific functions and each group has particular authority to act and fulfill the assigned obligations.

PTA bylaws specify the frequency of executive board and association meetings, how special meetings may be called, and the quorum requirements.

Association:

The association is the voting body for all action taken, including adopting bylaws, adopting the program and the budget for the year, electing the nominating committee, electing officers and approving all contracts to be signed and all expenditures.

Executive board:

The PTA executive board consists of the elected and appointed officers, the principal, the teacher representative and the committee chairmen. The executive board meets monthly to handle the transaction of necessary and detailed business between meetings of the association. The executive board is responsible for accepting and studying recommendations to be presented to the association for approval. The bylaws provide details about the executive board's responsibilities.

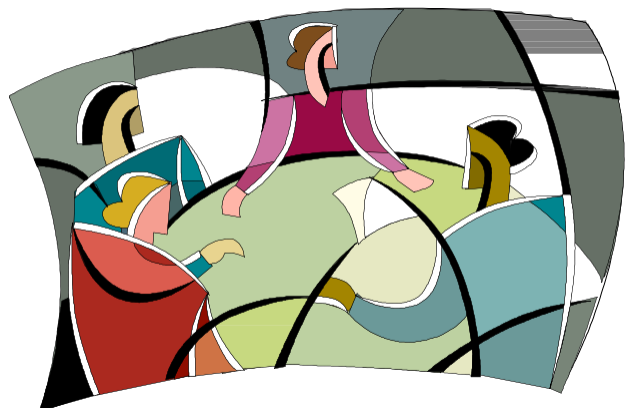
Guests may be invited to attend an executive board meeting as well as a meeting of the membership. A courtesy seat is granted by the president to the guests present. A guest may bring information to be shared with the group. However, guests do not participate in discussion or voting and should leave after their information is relayed.

Committees:

A committee may be a standing committee with regular, ongoing responsibilities during the PTA year or it may be a committee organized for a short-term activity only. Committees meet to make recommendations to the executive board concerning the assigned activity. A guest may be invited to a committee meeting to present information.

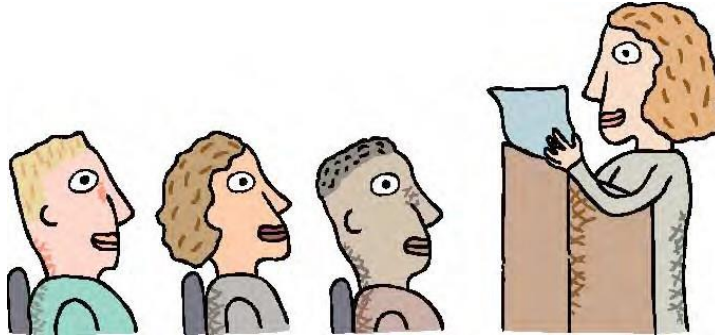
Minutes:

The meetings of each PTA group should be preserved through the recording of minutes. Each group's meeting is different and different minutes are required. The board meeting cannot be combined with the association meeting.



Leadership Services Commission

Tips for effective board meetings



It is important to value people's time and make the best use of the time available when the executive board meets. Use these tips to have effective board meetings.

- ❑ **Stick to the scheduled dates and times stated in the bylaws** and which are published in the PTA calendar for the year.
- ❑ **Always start the meeting on time.** Make every effort to respect other people's time by ending the meeting at the agreed upon time.
- ❑ **Prepare and send out the agenda before the meeting** to provide advance notice of pending actions and to remind members of items to be prepared to discuss
- ❑ **Create an attendance list for attendees to sign or initial.** Illegible writing is avoided and it helps in determining whether there is a quorum present. Think about adding a space for volunteer hours so each member can provide his/her volunteer hours on a regular basis.
- ❑ **Make your agenda a working document.** Try including start times for each item. For example: 6:30 p.m. Welcome, 6:35 p.m. Minutes of Previous Meeting, 6:40 p.m. Treasurer's Report, etc. Use the scheduled times to keep things moving along.
- ❑ **Follow parliamentary procedure** when chairing a meeting. It helps prevent people from monopolizing the discussion time and assures that control is maintained.
- ❑ **Ask committee chairmen to report briefly by presenting committee recommendations to the executive board.** Detailed planning is done ahead of time by the committee and the executive board then approves the committee recommendation or refers the issue back to the committee for further work.
- ❑ **Ensure that the secretary takes minutes at every meeting.** Ask the secretary to send a draft set of minutes out no later than one week after the meeting to assure that members have the opportunity to assess accuracy while recollections are fresh and to serve as a reminder of assigned tasks.
- ❑ **Attach a list of action items to the minutes with expected dates for completion and the person responsible to serve as a reminder to all of the expectations and responsibilities undertaken.**

ABC PTSA Annual
Financial Report July1,
2010-june 30, 2011

	Year to Date	Budget
Carry Over Funds per Audit		
General Account, July 1	\$ 25,146.00	\$ 25,146.00
General Account, March 30		
Income		
Membership Income-Unit portion	\$ 571.20	\$ 250.00
Donations	\$ 750.00	\$ 500.00
Interest Earned	\$ 1,264.16	\$ 1,000.00
Fundraising Income		
Book Faire	\$ 3,894.27	\$ 4,500.00
Harvest Festival	\$ 14,780.65	\$ 10,000.00
Gift-wrap	\$ 23,912.31	\$ 22,000.00
Spirit Wear	\$ 1,245.00	\$ 1,000.00
Ice Cream Sales	\$ 6,721.75	\$ 5,500.00
Yearbook Income	\$ 7,569.00	\$ 5,000.00
Program Income		
Directory Income	\$ 686.00	\$ 800.00
Family Events	\$ 296.00	\$ 500.00
Ice Cream Social	\$ 127.00	\$ 50.00
Total Income	\$ 61,817.34	\$ 51,100.00
Income not belonging to Unit		
Membership Income	\$ 1,912.50	\$ 1,500.00
Expenses		
Fundraising Expenses		
Book Faire	\$ 1,933.16	\$ 3,000.00
Harvest Festival	\$ 4,863.38	\$ 5,000.00
Gift-wrap	\$ 10,318.30	\$ 11,000.00
Spirit Wear	\$ 1,035.90	\$ 2,000.00
Ice Cream Sales	\$ 3,330.90	\$ 4,000.00
Yearbook Expense	\$ 2,521.00	\$ 2,600.00
Program Expenses		
Art Instructors	\$ 3,000.00	\$ 4,000.00
Choral Music	\$ 3,000.00	\$ 4,560.00
Grade Level Field trips	\$ 1,437.52	\$ 1,500.00
Teacher Grants	\$ 12,394.66	\$ 15,000.00
ABC Reading Program	\$ 1,362.81	\$ 1,500.00
Art Education	\$ 100.00	\$ 250.00
Assemblies	\$ 1,949.00	\$ 3,000.00
Directory Expense	\$ 1,000.00	\$ 1,200.00
Ice Cream Social	\$ 31.26	\$ 200.00
Perfect Attendance/Student certificates	\$ 2,294.00	\$ 3,000.00
Picnic		\$ 1,000.00
Open House/Art Fair	\$ 246.64	\$ 250.00
Reflection	\$ 192.13	\$ 200.00
Operating Expenses		
Babysitting	\$ 208.00	\$ 260.00
Convention	\$ -	\$ 1,500.00
Directory	\$ 1,000.00	\$ 1,200.00
Hospitality	\$ 460.00	\$ 550.00
Insurance-Liability and Workers Comp	\$ 640.00	\$ 650.00
Newsletter	\$ 130.00	\$ 200.00
President Expense	\$ 195.34	\$ 220.00
Presidents Pin		\$ 40.00
Tax Preparation	\$ 300.00	\$ 300.00
Supplies and Maintenance	\$ 469.47	\$ 500.00
Account Fees	\$ 130.00	\$ 156.00
Carry-over Funds		\$ 6,000.00
Unallocated		\$ 1,410.00
Total Expenses	\$ 54,543.47	\$ 76,246.00
Funds Not Belonging to unit		
Memberships remitted	\$ 1,781.25	\$ 1,500.00
Cash +Net Income-Expenses	\$ 32,551.12	\$ -
Cash Balance	\$ 33,176.12	