

THE WRITE STUFF

TAKING MINUTES THAT CAN BE
UTILIZED AFTER THE MEETING



SECRETARY

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Missouri PTA - Secretary

The secretary is responsible for keeping accurate records of the proceedings of the association.

CONTENT OF MINUTES

Place in the minutes what was done, not what was said or the opinion of the secretary.

TAKE MINUTES

Record all business transactions of all:

General membership/unit meetings

Board meetings

Executive committee meetings.

Special meetings.

➤ **Keep minutes brief and concise.**

1. DOCUMENT THE “5 W’S”

Who: name of assembly

What kind of meeting: unit or board

When: date and time

Where: location

Why: regular or special meeting

SAMPLE: 5 W'S

The regular meeting of the board of XYZ Elementary PTA was called to order on March 19, 2013 at 7 PM by President Jane Doe in the school library. The secretary was present.

OR:

Minutes of March 19, 2013

The special meeting of the board of XYZ Elementary PTA was called to fill a vacancy in the office of treasurer. The meeting was called to order at 7 PM by President Jane Doe in the school library. The secretary was present.

2. DOCUMENT THE PRESENCE OF A QUORUM

A quorum is the minimum number of members necessary to conduct business, as defined in the unit's current bylaws.

The quorum for a board meeting should be less than the quorum set for general membership/unit meeting.

A majority is defined as more than half.

SAMPLE: QUORUM

A quorum was present.

OR:

**The following members were present (list names),
a quorum was present.**

3. DOCUMENT ROUTINE BUSINESS

Record business in the order of which it was covered.

Agenda items should be recorded in separate paragraphs in the order which they were covered.

SAMPLE: ROUTINE BUSINESS

**The Opening Thought was presented. The minutes of the
(date) meeting were approved as:
(presented/read/corrected)**

**The treasurer's report was printed showing a balance of
\$____. The report was filed for financial review.**

**Correspondence was read regarding: Thank you from
faculty. Letter of resignation from John Smith. Memo
from the bank regarding night deposits.**

4. DOCUMENT REPORTS

Document reports in order of presentation, such as:

Officers

Committees

The board (if at a general membership meeting)

- **Written reports should be attached to the minutes.**
- **Reporting styles may vary.**
- **Keep it brief.**

SAMPLE: REPORTS

President Doe announced the schedule of meetings for the year and thanked those who helped with the program on Saturday.

The principal reported on district news and adjustments in staff.

Cheery Sales reported that membership is at 150 and the incentive coupon is popular.

Patti Planner reported on the ABC committee, many more volunteers, funds and equipment are needed for the ABC event on Saturday. (Written report attached.)

Fundraiser chairman, Raisin Dough, reported sales of \$10,000 from the catalog sales, profit expected to be \$5,000. Prizes will be handed out at the assembly.

5. RECORD ACTIONS TAKEN

Maker of the motion.

Each motion word for word.

Results of the vote.

Decisions made by general consent.

Minutes don't include a transcript of all that was said.

Motions to be written by the maker for accuracy.

Clarify vague / rambling motions.

SAMPLE: MOTIONS

Missy Notable moved to spend \$100 on the teacher appreciation project, using the miscellaneous budget. Seconded. Motion Carried.

By general consensus the carnival will be rescheduled for April 30.

Overly Eager moved to spend \$1,000 on stage curtains. Seconded. After lengthy discussion the motion failed.

SAMPLE: TOO MUCH DETAIL

Overly Eager moved to replace the stage curtains with a plaid curtain that she can get from her cousin the wholesaler for cheap because the old curtains are a disgrace. Dee Smith seconded the motion. Jim said we shouldn't be buying school equipment. Billy Dee said we might be able to find some used curtains elsewhere. Miss PTA rambled on for an hour about how ugly the curtains are and how mad she is that her daughter will have to do the May Pole Dance on stage. Eventually the President said everyone stop arguing about it and vote. There will be no new curtains from this PTA this year.

6. DOCUMENT THE PROGRAM

Include:

Speaker's name

Program topic

It is not necessary to include the summary of the remarks.

SAMPLE: PROGRAM

The program was the Fourth Grade Musical, 'Spring Surprise', under the direction of music teacher Mrs. Jones.

OR:

For the program, Dr. Eversmart, Superintendent, explained the items on the election. Board of Education members Jane Doe and John Smith answered questions.

7. RECORD THE ADJOURNMENT

Include:

Time of adjournment

Any special circumstances

Whether business is finished or pending

SAMPLE: ADJOURNMENT

President Doe thanked everyone for coming. There being no further business, the meeting adjourned at 8:15 PM.

OR:

There being no further business, the meeting adjourned at 8:15 for the Open House.

OR:

Due to the late hour the meeting was adjourned at 10:15 and will resume tomorrow at 7:00 pm.

SIGNATURE

Include:

Signature on permanent copy

Name of the recorder

Position of the recorder

- **The use of “*Respectfully submitted*” is no longer appropriate.**

SAMPLE: RECORDER

Sally Penmaster
Corresponding Secretary

OR:

Tim R. Rich
Tim R. Rich
Fundraiser Chairman and
Secretary Pro Tempore

MINUTES APPROVAL

Minutes must be approved by the body that conducted the business being reported, a quorum being present.

Example: Minutes from a Board Meeting are to be approved by the board. Unit Meeting minutes are to be approved by the General Membership.

1. PRESENT FOR APPROVAL

Minutes are presented to the members of the same group (board or unit).

Printed copies (May email in advance.) Read aloud

Minutes are approved on the factual record of what was done, not the secretary's report.

2. CORRECT MINUTES

Minutes are reviewed by members who were present at the last meeting and corrections made if necessary.

Make the corrections of the previous minutes by email.

Option: have a committee to review minutes, prior to the meeting.

PRESERVE ALL MINUTES

Minutes of the PTA are the permanent record of the organization and should be permanently stored.

Handwritten minutes should be contained in a notebook or three ring binder

A copy of the electronic minutes may be kept on a flash drive or disk as a second copy.

PTA school closet or home storage should include dry containers and clear labels

ASSIST WITH THE AGENDA AS NEEDED

TYPICAL BOARD AGENDA

Call to order

Flag Ceremony

Opening Thought

**Minutes of the previous
meeting**

Treasurer's Report

Correspondence

Reports

Unfinished business

New business

Adjournment

Signatures

MISCELLANEOUS DUTIES

Depending upon the needs of the PTA, especially the President, and the skills of the secretary, additional duties may be assigned

Assist the President during the meetings as needed to help the meeting go efficiently

In the absence of the President and all Vice Presidents, call the meeting to order and preside until a chair pro tempore is elected

REFERENCES & SUPPLIES

Accurate list of current members

Agenda for the meeting

Bylaws copy

Minutes of the previous meeting, including treasurer report

Purpose of PTA posters

Copy of Robert's Rules of Order

Miscellaneous office supplies

