PTA Secretary

Take Minutes…

Not Transcripts

THE PTA SECRETARY

- The secretary is responsible for keeping accurate records of the proceedings of the association.
- Accuracy and timely preparation is key to this position.

Content

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

Suggested Bylaws

Article VII, Section 3

The secretary shall:

- Record and preserve the minutes of all meetings of the **(local PTA name)**;
- be prepared to read the records of any previous meetings;
- preserve all records;
- have a current copy of the bylaws;
- maintain a current membership list; and
- forward names and address of newly elected officers to the state office no later than March 31;
- Provide a copy of the minutes from the previous meeting to each member at the following board and general meeting

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”:

a. Who: name of assembly

b. What kind of meeting: unit or board

c. When: date and time

d. Where: location

e. Why: regular or special meeting

Included in First Paragraph

- State the fact the President and Secretary were present or the names of those fulfilling their responsibilities.

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:

XYZ Elementary PTA

Board Meeting Minutes

March 19, 2013

The regular meeting was called to order 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.

Sample: Routine business

OR:

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 including a thank you note from the faculty, a letter of resignation from John Smith, and a 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 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.
- The second. (The name is not needed.)
- Each motion word for word.
- Results of the vote.
- Decisions made by general consent.

5. Record actions taken

- Minutes *DO NOT* include a transcript of all that was said.
- Ask that long motions 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 wool curtain that she can get from her cousin the wholesaler for a song because the old curtains are a disgrace to the school. Jenny Gottohaveit seconded the motion. Jane Smith said we shouldn't be buying school equipment. Billy Jones said we might be able to find some good used curtains elsewhere. Miss Windy rambled on for half an hour about how ugly the curtains are and how insulted she is that her daughter will have to do the May Pole Dance on that stage. Eventually the president said everyone should 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: adjourn

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.

8. 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

Speedy Writer

Speedy Writer

Secretary

OR:

Sally Penmaster

Corresponding Secretary

OR:

Tim R. Rich

Tim R. Rich

Fundraiser Chairman and secretary pro tempore

Sample: Minutes

XYZ Elementary PTA
Board Meeting Minutes
March19, 2013

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

The Opening Thought was presented. The minutes of the February 17, 2013 meeting were approved as printed.

The treasurer's report was printed showing a balance of $8,457. The report was filed for financial review.

Correspondence was read regarding a thank you from Mrs. Brady.

President Doe announced the schedule of meetings for the year and thanked those that 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.

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

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

There being no further business, the meeting adjourned at 8:15 PM

Speed Writer

Secretary

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).

a) Printed copies (May email in advance.)
b) 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.

- Correct original copy:
  - Note in the current minutes what was corrected . Make the correction in the previous minutes.
- Do not erase, scribble around or White Out the original copy
- Option: have a committee to review minutes, prior to meeting

3. Notate any corrections

- Initial all individual corrections.
- Note the date of approval
  - at the bottom of each official copy of the minutes
  - In the minutes of the meeting where the approval occurred.
- "*Approved* _____" can be typed after the recorder's information and filled in by hand with the date of approval

PRESERVE ALL MINUTES

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

1. Preserve minutes in a bound book with numbered pages

- Handwritten minutes should be contained in a notebook or three ring binder
- Typed/Electronically printed minutes should be periodically bound and placed in a three ring binder.
- A copy of the electronic minutes may be kept on a flash drive as a second copy.

2. Store all minutes in a safe place.

- Bound books should be carefully stored, permanently
- School librarians may be able to provide shelf space for the minutes
- PTA school closet or home storage should include dry containers and clear labels

OTHER DUTIES

- **Depending upon the needs of the PTA, especially the president, and the skills of the secretary, additional duties may be assigned.**

1. Assist with the agenda as needed.

Sample: Typical board agenda

- Call to order
- Opening Thought/Flag Ceremony
- Minutes of the previous meeting
- Treasurer's Report
- Correspondence
- Reports
  - President
  - Administrator
  - Teacher Rep/State PTA Rep
  - Officers (as appropriate)
  - Chairmen (as appropriate—may include action items)
- Unfinished business, no longer called old business, (items in need of continued business)
- New business (items not yet addressed)
- Adjournment

2. Conduct correspondence as requested by president

- Use letterhead
- Keep a copy of all correspondence at least through end of school year
- Give copies of select correspondence to involved parties
- Send out notices/make phone calls reminding members of meetings (especially board meetings)
- Send new officer names and addresses to Missouri PTA and your council

3. Miscellaneous duties

- Sign checks or documents as authorized by the bylaws of the association
- Assist the president during 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.

BE PREPARED

Have references and supplies with you at meetings:

- Accurate list of current members
- Bylaws copy (preserve the original)
- Standing Rules copy
- Agenda for the meeting
- Minutes of the previous meeting of same group, including treasurer's report
- List of committees and their members
- Miscellaneous office supplies
- Purposes of PTA poster

➢The tote bag

- Have a procedure book (binder) with tabs for each of these references, plus additional tabs as needed.
- Use “pocket” or “sleeve” pages as needed for original documents.
- Keep the procedure book and minutes in a tote or portable file box for ease of storage and transportation to PTA meetings.

Questions????

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