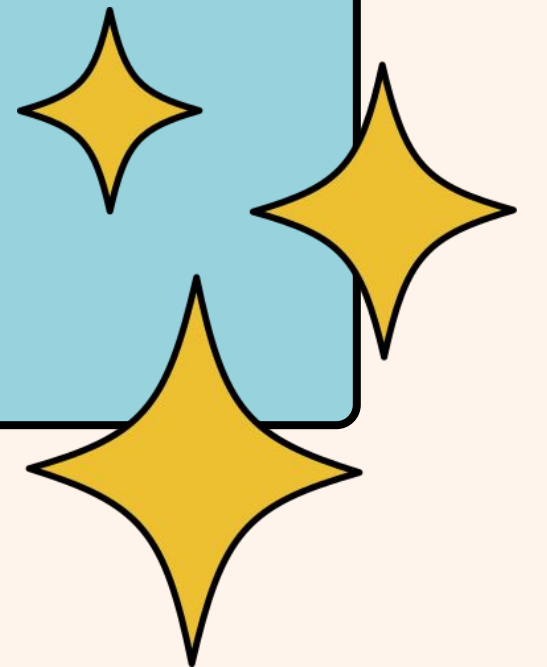


Missouri PTA

# Secretary

KEEPER OF ALL THINGS



# Angie Warner

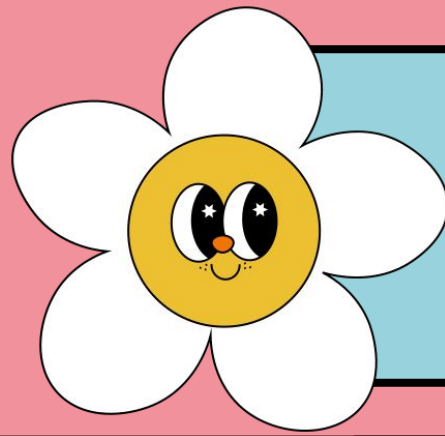
**BACKGROUND** 26 years serving in PTA,  
holding every office  
there is at the local unit  
level.

Ott Elementary  
Bingham M. S.  
William Chrisman H. S.  
Randall Elementary  
Procter Elementary  
Independence Council PTA

**BOARD OF MANAGERS** 10 years serving on  
the BOM, in  
numerous positions.

## In this workshop

- **COVER THE ESSENTIAL DUTIES OF A SECRETARY**
- **CLARIFY WHAT MINUTES SHOULD AND SHOULDN'T INCLUDE,**

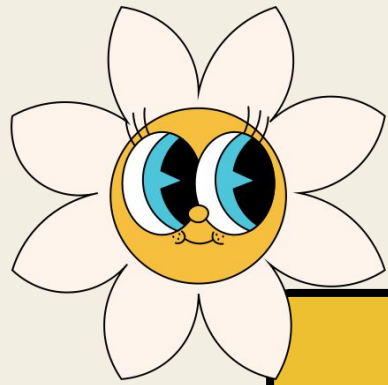


# Keeper of All Things



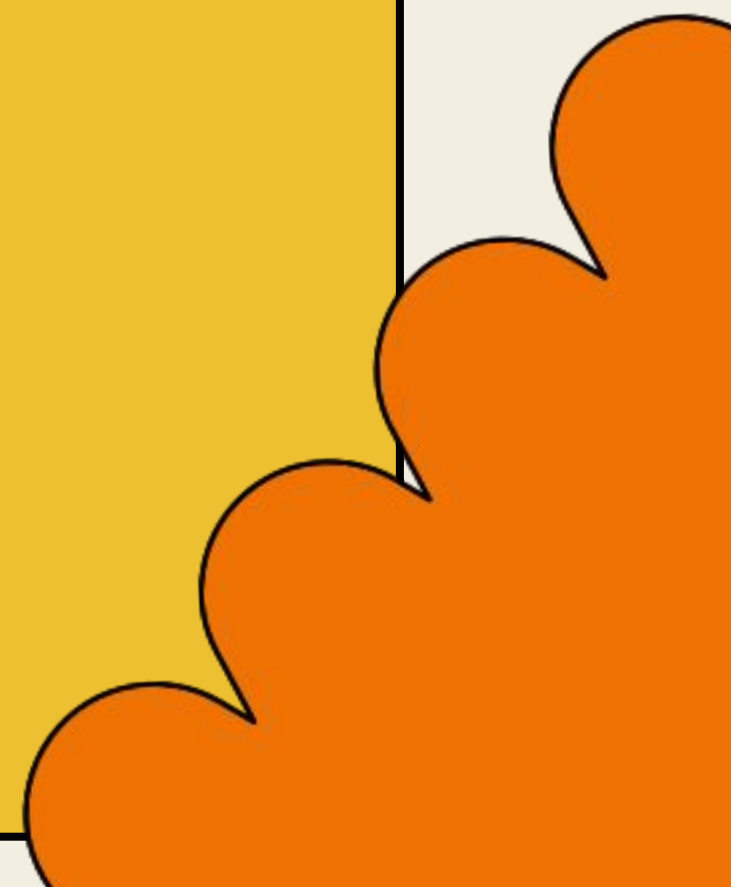
**You are NOT, JUST the secretary!**

- **The secretary is a very important position on a local PTA/PTSA executive committee.**
- **The PTA/PTSA secretary is responsible for keeping accurate records of the proceedings of the association, complete records of members and leaders, as well as sending communications on behalf of the board of directors.**
- **Never say, "I'm just the secretary!"**
- **An effective secretary should be prompt, accurate, dependable, and have a thorough knowledge of the PTA Purposes, bylaws, standing rules, policies, and methods.**



# PTA Purposes

- **To promote the welfare of children and youth in the home, school, community and place of worship.**
- **To raise the standards of home life.**
- **To secure adequate laws for the care and protection of children and youth.**
- **To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.**
- **To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.**

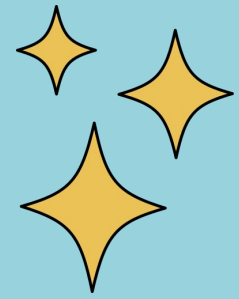


# Responsibilities According to Bylaws

## **ARTICLE VII: DUTIES OF OFFICERS**

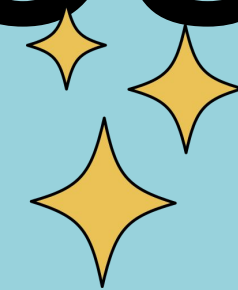
### **Section 3. The secretary shall:**

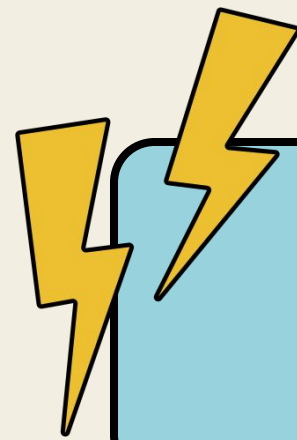
- 1. record and preserve the minutes of all meetings of the (local PTA name);**
- 2. be prepared to read the records of any previous meetings;**
- 3. preserve all records;**
- 4. have a current copy of the bylaws;**
- 5. maintain a current membership list; and**
- 6. forward names and addresses of newly elected officers to the state office no later than March 31.**



Meeting

Responsibilities





# MINUTES

# MOTIONS

AND MORE.....

## SECRETARY'S REPORT/MINUTES

- **DATE OF THE MEETING**
- **PLACE THE MEETING WAS HELD**
- **TIME OF MEETING**
- **TYPE OF MEETING (EXECUTIVE BOARD OR GENERAL MEMBERSHIP)**
- **THAT THE PRESIDENT CALLED THE MEETING TO ORDER AND NOTE THE TIME**
- **IF THERE WAS A QUORUM PRESENT**

# SAMPLE MINUTES

## Meeting Minutes

### Independence Council PTA

March 5, 2020

**Meeting called to order at 7:06 pm by President, Angie Warner.**

#### **Pledge of Allegiance**

**Minutes-Aimee Bolt** – The January minutes were sent out and no changes were necessary. Minutes are approved as submitted.

**Correspondence -Aimee Bolt** -Aimee Bolt had no correspondence to report.

#### **Reports:**

##### **Treasurer's Report-Paula McKinney**

Paula McKinney presented both January and February 2020 reports. Paula reported the beginning balance for January was \$3,767.15, income was \$901.00, expenses were \$328.55 and the ending balance is \$4,339.60.

Paula reported the beginning balance for February was \$4,339.60, income was \$1,954.00, expenses were \$2,112.45 and the ending balance is \$4,181.15.

##### **Deputy Superintendent – Dr. Cindy Grant –**

Dr. Grant talked about upcoming events including the Teacher of the Year Breakfast (03/05), Classified Staff of the Year (03/12), MAP Testing (April 13-May 15), and the upcoming Super Snack program which will be like the Grab N Go lunches that students can take home on the bus with them to provide an after school snack.



# Minutes Cont...

**President's Report- Angie Warner-** President Angie Warner stated that unit nominating committees should be submitting their slates to council and MO PTA by March 31st, 2020. She also stated we currently have 1 unit that has not paid council dues. Units should begin submitting their registrations for State convention. We will need a headcount for each unit to give an accurate count for the hospitality suite provided by Central Office.

**Regional Director- Christine Kent-** Christine reiterated as units complete their elections, they should submit their officers on the MO PTA website. Christine presented the Membership Madness incentive for March. All units in good standing who submit dues for 25 or more members in the month of March will be entered into a drawing for 1 of two \$50 checks. Units who increase their memberships 50% or more from last years total by the end of March will be entered into the drawing as well. This means units can receive 2 entries into the drawing. Christine also encouraged units to learn more about the Reading is Fundamental Grant at the National PTA website.

## **Committee Reports:**

**Programs/Founder's Day-Jamie Hays-**Jamie shared Founder's Day was a success with Thank You's to Truman High School TruTones, WestSide Café, VanHorn ROTC and Korte Kids inspirational thoughts. It was great having the event at the Uptown Market for a change.

**Membership/School of Information- Holli Conklin-** Holli mentioned that we have 7 units that have currently met both their membership and stretch goals for the year.

**Reflections – Sheri Tindle-** Sheri will host a reception before our April Council meeting to recognize those kids who participated in Reflections. We should have information from MO PTA by mid-March regarding award recipients.

**Legislative- Wendy Baird –** No report was given.

**Social Media – Stephanie Morgan –** No report was given.

## **Unfinished Business:**

It was determined that a quorum was not present and that a special meeting will be called to vote on the Bylaws amendment and the 2020-2021 Slate of Officers.

## **New Business:**

No new business report.

Unit News & Announcements:

No Unit News & Announcements.

**Meeting Adjourned at 7:30pm.**

Submitted by

Aimee Bolt

# Executive & General Meetings, What's the Difference?

## Executive meetings...

- Executive meetings are only for the executive board
  - Elected officers
  - Standing committee chairs (check your bylaws)
- Minutes from the executive board will be approved by the executive board
- If an electronic vote has been done by the executive board those should be ratified at the next in person meeting so that they can become part of your permanent record (paper trail)
- Executive minutes shall never be presented at a general meeting

# Executive & General Meetings, What's the Difference?

## General meetings...

- General membership meetings are for all PTA members including your executive board
- Minutes from general meetings are approved at the general meeting
- These types of meeting minutes shall be kept separate
- All executive board meeting minutes are grouped together
- All general meeting minutes are grouped together

# Approval of Minutes

- The president will have on the agenda the approval of minutes
- The president will ask everyone present to read the minutes
- The president will ask if there are any corrections or additions to the minutes
- If no corrections or additions are needed, then someone will need to make a motion and someone else will second the motion to accept the minutes as presented
- The president will then call for the vote

- If there are corrections or additions, then the secretary will make those corrections for the permanent record
- Once the secretary has made those corrections then someone will need to make a motion to approve as amended and a second to the motion will need to be made
- The president will then call for the vote
- If there are corrections those corrections shall be noted in the minutes of the current meeting

# Motions

- The secretary should have “motion forms” available to attendees of the meetings
- When someone makes a motion, the secretary will hand them the form to fill out and have the motion maker sign the form
- The person seconding the motion does not need to sign the form
- The secretary will put in the minutes the exact wording from the motion form
- The secretary will keep all motion forms as part of the permanent record



MOTION FORM

Date: \_\_\_\_\_

I make a motion to \_\_\_\_\_

\_\_\_\_\_

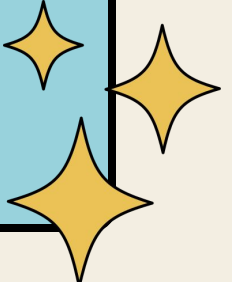
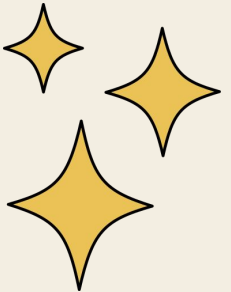
\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

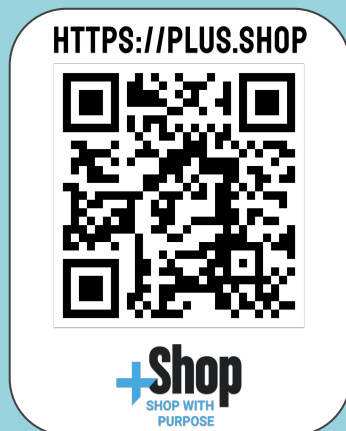
2nd \_\_\_\_\_

Please sign and pass this to the Secretary.



# Questions

Diamond Sponsors



angiew@mopta.org

