

MINUTES

The official record of all meetings is referred to as the minutes. They need to be kept forever as the permanent record of the PTA. Because minutes can be used as legal documents in litigation, it is imperative that they be objectively recorded and conscientiously transcribed into a final document. Although it is the responsibility of the Secretary to record, prepare, and preserve the minutes, it is every member's responsibility to read the minutes. Remember, if it is not in the minutes, it did not happen.

Minutes are not a report but a record of the business of the PTA. Minutes protect the PTA and its members. They contain a record of what is done, not what is said. Personal opinions and discussions are not recorded. The minutes contain a record of all actions taken by the group, including the exact wording of every motion, the name of the maker of the motion, and the action taken on the motion. Minutes are written efficiently – complete, concise, and accurate. They must be as brief as possible but include all necessary and accurate information.

Writing the Minutes

The minutes are written legibly in permanent black or blue ink and signed by the Secretary in a **bound journal with numbered pages** to avoid alteration or removal of pages. PTA units may choose to have one journal for all meetings or to have two journals (one for the Board of Director meetings and one for the General Membership meetings.) Minutes specify the date, place, time, type of meeting, and the names and presence of the presiding officer and Secretary or names of their alternates. Then the Secretary follows the agenda, taking notes on information and motions, while excluding personal opinions and discussions. At the close of the meeting, the Secretary signs the minutes.

Preparation

When taking the minutes of the meeting, have extra pens, the bound journal for minutes, and blank Motion Forms (found at the end of this section). Arrive at the meeting site early to ensure that everything is ready. Have a copy of the agenda, the roster sign-in sheet, as well as any reports, financial statements, or other documents that may be referred to during the meeting. In the absence of the Secretary, a *secretary pro tem* may be elected.

All meetings may be recorded (audio or video) by one Board member, preferably the Secretary, for the purpose of accurately documenting business conducted during the meeting. Everyone present must be told at the start that the meeting will be recorded, and anyone may request to pause the recording during discussion. All recordings are to be destroyed after minutes have been documented.

What to Record

The most difficult part of taking minutes is deciding what information must be written down verbatim, what can be paraphrased, and what is nonessential for the official record. Minutes are meant to be concise, factual, and objective records of what has happened during the meeting. Therefore, do not allow personal preferences to influence notetaking. It can be difficult to discriminate from among all the opinions and facts. Record the proceedings fairly and take a disinterested position. As a recorder, listen carefully and ask the President or Chair for clarification, if needed.

When a **counted vote** occurs, the manner and number of votes for each side should be recorded. The Secretary should be prepared with blank paper for voting by ballot and help count the vote when requested. Reports of officers, standing, and special committees may be attached to the minutes to avoid copying. The Secretary can record a brief statement of activity. Any motions coming from the report must be recorded in the minutes.



At the end of a meeting, a motion to adjourn is only necessary if a member wants to adjourn before completing all business.

CONTENT OF MINUTES

- **Heading:** Kind of meeting (General Membership, Board of Directors, Special); PTA name; date; location
- **Call to Order:** by _____(name) at _____(time)
- **Opening:** optional such as stating the PTA Mission and why we PTA; note what it was and by whom
- **Attendance:** Names of members present (usually in Board or Committee meetings with 20 or fewer members) may be included or attach a sign-in sheet; quorum was or was not established.
- **Minutes:** Draft minutes from (date) meeting were read (or distributed or emailed) and approved as read (or approved as corrected) or the reading of the minutes was waived and approved as distributed.
- **Treasurer's Report:** State the bank name and account balance(s); attach the reconciliation report, budget report, reviewed and signed bank statement, and other details; a motion is not required to file the reports.
- **President's Report:** details
- **Principal's Report:** details
- **Committee Reports:** List the PTA committees and their details
- **Unfinished Business:** details
- **New Business:** details
- **Announcements:** details
- **Adjournment:** The meeting adjourned at _____ am/pm.
- Secretary shall sign their full name and date the minutes in both the journal and the final approved minutes.

Draft Minutes

Minutes shall be typed within five days of its meeting, which are called the "draft minutes." To begin, have the agenda, bound journal, Secretary's binder, any reports or documents distributed at the meeting, verbatim copies of motions, and Bylaws at hand. Use the same template for all minutes which can be in a narrative or outline form. Number the pages consecutively. Assemble all attachments for inclusion with the final copy. Minutes are written in the third person. It is good practice to present the President with a draft to help find misinterpretations or sensitive material that should not be printed.

Approved Minutes

At the next meeting of that body and after the call to order, opening, and establishment of a quorum, the Secretary immediately stands and reads the distributed draft minutes. By a majority vote without debate, the reading of the minutes may be waived and not read. The minutes can also be read later in the meeting. Upon completion, the Secretary asks, "**Are there are any corrections?**" Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin. The minutes are either "approved as read" or are "approved as corrected," with the date of approval recorded, and the Secretary's signature on the minutes. The Secretary closes by saying, "**The minutes are approved as read**" or "**The minutes are approved as corrected.**" A motion is not needed to approve the minutes. Once approved, the minutes become the official, recorded minutes.

The written minutes remain in the bound journal. All audio or video recordings must be discarded. A copy of the minutes may be stored on a computer to transfer to an external drive for successors. Should minutes not be available for approval, then those minutes are approved first at the next meeting. Past minutes are approved in date order. Minutes of a General Membership meeting may not be approved at a Board or Special meeting. Minutes are read-only to the body who created them. Unless password-protected, do not post on websites. Do not publish in newsletters or post where non-members may access them.



Correcting the Minutes

Corrections are suggested without motion or vote. Be grateful for corrections to the minutes. At least someone was listening closely enough to detect an error, and those corrections enable you to keep a more accurate record for the PTA. Minutes may be corrected whenever the error is noticed, regardless of the time that has elapsed. To correct minutes after they have been approved requires a 2/3 vote. Corrections are made in red ink by drawing a line through the information with the correction above or written in the margin and initialed by the Secretary.

Nothing is ever erased once the minutes have been approved and signed. Any member has a right to examine the minutes of the General Membership meetings, but this right must not be abused. The original minutes must not be released from the custody of the Secretary except upon the written order of the President. If a committee needs records held by the Secretary, the Secretary provides a copy to the committee chair after consulting with the President. For example, during the financial reconciliation process, the Secretary should present the approved minutes from General Membership and Board meetings along with the current membership roster and the current Bylaws and Standing Rules. For help or questions, contact LAPTA at office@LouisianaPTA.org.

Distribution

The Secretary should provide the President with a copy of the minutes within five days and well in advance of the next meeting. Minutes of Board meetings can be distributed by email to save time at meetings. General Membership meeting minutes can be disbursed or posted on a bulletin board. If minutes have been previously distributed, they can be approved without reading and recorded as “approved as distributed.”

It is permissible, if the meeting occurs less often than quarterly, to authorize a committee to approve the minutes on behalf of the assembly. An annual convention is a good example. It would be futile to get the minutes one year later.



SAMPLE MINUTES

ABC PTA Board of Directors Meeting

November 12, 2022
ABC Faculty Lounge

Call to Order: President Kayla Pagel opened the Board of Directors meeting at 9:03 a.m.

Opening: PTA Mission read by Kayla Pagel

Attendance: See the attached roster. A quorum was established.

Minutes: The minutes from 10/12/22 were dispersed by Secretary Beth Cleveland and approved as read.

Treasurer's Report: The XYZ Bank account balance is \$#,###. The dispersed budget and reconciliation reports were reviewed and filed. Treasurer Catherine Tully filed IRS taxes on 10/4/22.

President's Report: The Lunch & Learn for Family Engagement on 11/20/22 will have the LA Children's Advocacy Group to speak about students' reading skills. The Macho Taco food truck will be there for ordering food.

A MOTION WAS MADE by Tamika Anderson and seconded to create a Nominating Committee of Beth Allen, LaRonda Jones, and Sally Lincoln. A verbal vote was taken. **MOTION PASSED.**

Principal's Report: Volunteers are needed for the vision screening on December 2, 2022, at 9:30 a.m. Continue to check in at the office and follow all school visitor rules. Food drive on 12/19/22 needs non-perishable food donations.

Committee Reports:

Membership: 652 memberships YTD; submitted dues to LAPTA on 11/5/22 for 289 new members

Reflections: A verbal vote was taken in favor of a \$25 Barnes & Noble gift card for the Reflections winners.

Hospitality:

A MOTION WAS MADE by Julia Johnson and seconded to provide snacks for the teachers every Friday. **MOTION FAILED.**

Newsletter: Photos needed at the 8th Grade Dance on 11/28/22 and band concert on 12/6/22

Beautification: Need to decorate campus for Christmas/winter holidays.

Program: Sam Wright, DOTD, presented information about the Safe Routes to Schools Program.

Traffic:

A MOTION WAS MADE by Ree Townsend and seconded that the ABC PTA petition the city council to place a four way stop sign at the intersection of Fifth and Main Streets. **MOTION ADOPTED.**

Unfinished Business: Backordered fundraising prizes are still on order.

New Business:

Announcements: Next Meeting is on December 10, 2022 at 9:00 a.m.

Adjournment: The meeting adjourned at 10:15 a.m.

Beth Cleveland

Beth Cleveland, Secretary (or Secretary Pro-tem)

Approved as read on 11/12/22 or approved with corrections on _____

Any corrections shall be written on the minutes in the correct place and initialed by the Secretary.