

AGENDAS

It is important to have an agenda to make sure business is conducted efficiently. The following is the normal order of business with further explanations below. *A sample agenda and sample Meeting Script are at the end of this section.*

- Call to Order
- Opening (optional)
- Approval of Minutes
- Treasurer Report (filed for audit)
- President Report
- Principal Report
- Officers Reports
- Standing Committees Reports, as needed
- Special Committees Reports, as needed
- Unfinished Business
- New Business
- Program
- Announcements
- Adjournment

Minutes

It is important that the minutes reflect an accurate account of what occurred at a meeting. The minutes should be entered into the official minute journal. If it is not in the minutes, then it did not occur. Minutes should be brief and indicate actions taken. The minutes should show the type of meeting (Executive Committee, Board of Directors, General Membership, Special, etc.), PTA name, date, time, location, name of presiding officer or Secretary, attendance (use roll call at Board meetings), a statement concerning the disposition of the minutes of the previous meeting (whether accepted or accepted as corrected), a record of all motions, the names of the maker of the motion (but not the name of the member who seconded it) and what action was taken on the motion, program topic, method of presentation, speakers and important points covered, and time of adjournment. *Full details are in the LAPTA Toolkit: Secretary.* **Approval of the minutes does not need a motion.** Once the “draft” minutes are read or submitted for review, corrections are solicited and made if applicable, and then the minutes become the “official” minutes and record of the PTA.

Treasurer's Report should show balance of funds on hand and expenses and deposits itemized to show the amount received or spent in each budget category. Actual budget amounts should be compared to budgeted amounts. Action is not taken on a financial statement. A motion is not made to approve the financial statement, except on the initially proposed budget. The statement is filed as part of the record.

Committee Reports

From time to time, committees may be required to report their progress to the General Membership. Usually, the chairperson presents the report. Not every report will require action. If a report gives information only, not even a motion to accept the report, is required. The report is “heard” and placed on file with the Secretary. If a report requires the approval of the members, the person making the report moves its adoption. Because the recommendation for action comes from a committee, the motion requires no second. Once the motion is on the floor, it is debatable and amendable as is any other motion.

Programs

A well-planned program provides an opportunity for PTA members to increase their knowledge about areas of interest. Programs should encourage active participation of all members. There are many good resources for sources of information. Refer to PTA.org for program ideas.



Adjournment

After the program, when there is no further business to come before the group, the meeting is adjourned. The presiding officer may state “If there is no further business, the meeting is adjourned.” Adjourning the meeting before the program is not an acceptable practice. Many PTAs have a social time with refreshments after the close of the meeting.



SAMPLE AGENDA

Madison Elementary PTA Board Meeting

January 19, 2022

AGENDA

Meeting called by Tera

Executive Board Members:

President: Tera
Vice-Presidents: Shelley & Beth

Treasurer: Carolyn
Secretary: Stephanie

Committee Board Members:

Membership: Katie
Volunteer: Sandra
Fundraising: Amy, Melanie, Christen
Hospitality: Jenn, Amy, Elizabeth
Room Mom: Kristy
Art Parents: Amy

Beautification: Bessy
Box Tops: Amy
Newsletter: Angie, Doris
Uniforms: Carolyn
Grants & Awards: Christie
Teacher Rep: Erin, Sarah

- Opening: PTA Mission: To make every child's potential a reality by engaging and empowering families and communities to advocate for all children..... Tera
- Secretary's Report – Minutes Stephanie
- Treasurer's Report – Budget Review; Bank Balance: \$ 58,068 Carolyn
- President's Report – Tera
- Ramrock note; Slime date
 - Bring-a-Buddy Breakfast; teacher treat day note
- Committee Reports
- Principal's Report..... Mrs. Welch
 - Membership Committee..... Katie
 - Volunteer Committee..... Sandra
 - Fundraising..... Tera
 - Hospitality Jenn
 - Room Moms Kristie
 - Reflections Shelley
 - Art Parents..... Amy
 - Beautification..... Bessy
 - Box Tops Committee Amy
 - Newsletter..... Angie
 - Uniforms Carolyn
 - Grants & Awards..... Christie
 - Teacher Representative Erin/Sarah
- New Business
- Upcoming Flyers/Events - Beth
- Old Business
- Important Dates
- | | | | |
|-----------|--------------------------|--------|-----------------------|
| Jan 23-26 | Bring-a-Buddy Breakfasts | Feb 21 | Board Meeting at 9:30 |
| Jan 31 | Dominos night | Mar 21 | Board Meeting at 1:30 |
- Adjournment Tera