



PTA Development Days

Taking and Keeping Minutes

Secretary Workshop

Hosted by Latonyaw Thompson-Richmond,
LAPTA Secretary
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LouisianaPTA.org/secretary

Why are we here? Why do you PTA?

To make every child's potential a reality
by engaging and empowering families and
communities to advocate for all children.

PTA

V A L U E S

- ❑ **Collaboration:** We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.
- ❑ **Commitment:** We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.
- ❑ **Respect:** We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.
- ❑ **Diversity:** We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.
- ❑ **Accountability:** All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

Objectives

- LAPTA Officer and Unit requirements
- Basic roles & responsibilities of Secretary
- Basic PTA terms
- What belongs in the minutes
- Records retention
- LAPTA Communications & Social Media Guidance

Where to start?

- Membership in your school's PTA is required
- Register at LouisianaPTA.org/register
- Visit LouisianaPTA.org/Secretary
- Download LAPTA Toolkit: Secretary
- Create an account on PTA.org to get extra information and e-Learning for leaders

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Roles & Duties

You are a member of the Executive Committee & the Board of Directors. The Secretary's basic duties are outlined in the PTA's Bylaws and further explained in the LAPTA Toolkit:

Secretary.

- Manage & keep the records of the PTA
- Provide notifications & agendas for meetings
- Record the activity occurring during the meetings in the minutes
- Provide typed post-meeting minutes
- Maintain all records of the PTA

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PTA Terms

Bylaws: the governing rules of the PTA; the required Local Unit Bylaws Template is at LouisianaPTA.org/bylaws; they expire every 3 years with the expiration date on page one; email bylaws@LouisianaPTA.org for a copy

Quorum: the minimum number of members necessary for a PTA to conduct business; exact number found in Bylaws for General Membership meetings; majority of members for Board of Directors meetings

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PTA Terms

Board of Directors: the main governing body of the PTA; consists of elected officers (Executive Committee) & Committee Chairs as defined in your Bylaws

Parliamentary Procedure: a set of rules for conducting orderly meetings that accomplish goals fairly; most PTAs use Robert's Rules of Order at robertsrules.com.

Motions: statements that describe a proposed action or decision made by the PTA

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Minutes

Minutes:
 They are the official record of all meetings, are kept forever, and become the PTA's history.
 They're available for all PTA members. They are a record of what was done and not what was said.
 Personal opinions & discussions are not recorded.
 They're written efficiently – complete & concise

Recordings:
 Meetings may be recorded only if everyone knows.
 Recordings assist the secretary in preparing accurate minutes and are destroyed after minutes have been documented.

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Contents of the Minutes

Heading: meeting type (Executive Committee, Board, or General Membership), PTA name, date, and location

Call to Order: by [name] at [time]

Opening (Optional): Note what was done and by whom

Attendance: List attendee names or attach sign-in sheet.
 "Quorum [was/was not] established."

Secretary's Report: "Minutes from previous meeting were [read/distributed/emailed] and [approved or approved as corrected]."; or "The reading of the minutes was waived and approved as distributed."

Treasurer's Reports: account balances, etc.

President's Report: details

Principal's Report: details

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Contents of the Minutes

Committee Reports: details for each committee

Old Business:

New Business:

Announcements:

Adjournment: Time meeting ended. This does not require a motion to be made.
 The secretary signs their name & dates the minutes in both the draft & approved minutes.

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Taking the Minutes

Follow the outline or format of the meeting agenda.
 The agenda is usually done by the President although sometimes the secretary makes it.

Take written notes in a bound journal with numbered pages. The minutes can also be directly typed during a meeting.

If there is a discussion over an issue, record what the final decision is. Always record in 3rd person.

A sample agenda with their minutes follow.

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Motions

Motions are statements that describe a proposed action or decision by the PTA. The process of making motions ensures that all decisions are fairly discussed & voted on. Record the name of the person who first made the motion, whether it was seconded, the exact motion verbatim, the vote (verbal or ballot), and if the motion passed or failed. When there are multiple motions at one meeting, keep the motions numbered and in order as presented. If a motion is withdrawn, it is as though it never happened. If a motion is not seconded, then it cannot continue to be discussed. Only record the final version of a motion. There is a Motion Form in the Secretary Toolbox.

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Motions

Motion Format: Indent the motion

A MOTION WAS MADE by Beth Cleveland and seconded to approve the proposed PTA budget. A verbal vote was taken. **MOTION PASSED.**

A MOTION WAS MADE by Sarah King and seconded that the Audit Report be accepted. A verbal vote was taken. **MOTION PASSED.**

A MOTION WAS MADE by Tanyaw Johnson and seconded to make April 5 the Take-a-Dog-to-School Day. A verbal vote was taken. **MOTION FAILED.**

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Draft Minutes

- Minutes shall be typed within 5 days of the meeting. These are the “Draft Minutes.”
- There is a sample template in the LAPTA Toolkit: Secretary which can be in narrative or outline form.
- Number the pages.
- Assemble and include all the attachments.
- Minutes are written in third-person.
- It is good practice to have the President review the Draft Minutes first.

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Approved Minutes

- At the next meeting, the Secretary reads the distributed Draft Minutes. By a majority vote without debate, the reading of the minutes may be waived and not read or delayed.
- Upon completion, the Secretary asks, “Are there 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 Secretary states that the minutes are “approved as read” or are “approved as corrected” and notes it with the date & the Secretary signs the minutes.
- A motion is not needed to approve the minutes.
- Once approved, the minutes become the official, approved minutes.

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Correcting the Minutes

Corrections are suggested out loud to all present without a motion or a vote. Be grateful for corrections to the minutes. It means that someone was listening close enough to detect an error. Those corrections allow you to keep a more accurate record. Minutes may be corrected whenever the error is noticed regardless of the time that has lapsed. To correct minutes after they have been approved requires a 2/3 majority vote.

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AGENDA
 Madisonville Junior High PTA
 Board of Directors Meeting

Location: Cafeteria Date: March 10, 2020

Call to Order & Opening	Beth/Catherine
Secretary's Report	Brigitte
Treasurer's Report	Bessy
Principal's Report	Mrs. Weisman
President's Report	Catherine
Committees	
• Fundraising	Jeanette
• Volunteer	Amy
Adjournment	

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Madisonville Junior High PTA Board of Directors Meeting Minutes
 Location: Cafeteria Date: March 10, 2020

Attendance: See sign in sheet. A quorum was established.

Meeting Called to Order: 8:18am

Approval of Minutes: The 2/9/2020 minutes were read and approved.

Treasurer's Report: Chase Bank Balance \$12,022; CheddarUp Balance \$1,754

A MOTION WAS MADE by Lou Schmitz and seconded to create the Audit Committee of Ann Lowe, Patrice Munn, and Debra Dune. A verbal vote was taken. **MOTION PASSED.**

Principal's Report: PBIS Ice Cream Social on 3/20 will be rescheduled. Gumbo Cook-off meeting will be on 3/20 @ 2:45pm. Eagle Buck Stop will be available on 3/12,3/26,4/9 and 4/23. PTA Banquet is on 3/13. Dad's Donuts is on 3/18. Mom's Muffins was a big hit. Report Cards will go home on 3/20. LES Tour for incoming 7th graders is 3/20. Night of Arts is on 3/20 at 6pm. Spring Band Concert is 3/25 at 6pm. Vaping Prestation is on 3/31 at 6pm.

Committee Reports:

Fundraising: Gumbo Cookoff meeting will be held on 3/20 at 2:45pm. See attached flyer.

Volunteer: Volunteers needed for PBIS Buck Stop concession stand during lunch on Thursday 2/13, 3/12, and 3/26. P.E. Department needs help on 2/21 for American Heart Fundraiser. It's held during the P.E. classes and help needed for all day.

Meeting Adjourned: 9:12am **Next PTA Board Meeting:** April 21st at 8:15 am

Brigitte Antweiler
4/1/20

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Records Retention

PERMANENT:

- Bylaws & Standing Rules
- PTA Charter
- Confidentiality, Ethics, & Conflict of Interest Policy
- Tax & Legal Correspondence
- Insurance Policies & Claims

7 YEARS:

- Contracts & Leases
- Budgets adopted at meetings
- Financial Reports
- Grant Agreements

3 YEARS:

- Bank Statements
- Deposit Forms
- Expense Forms
- General Correspondence

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Secretary's Binder

Tab 1: Summary of PTA accounts, usernames, & passwords; Board Roster

Tab 2: Agendas, Minutes, Meeting Rosters, Committee Reports

Tab 3: Membership roster or spreadsheet, reports, notes, campaigns, Welcome Packet/Flyer

Tab 4: LAPTA Toolkit Sections: Secretary, LAPTA Office & PTA Basics; Board of Directors; Elections & Nominating Committee; Bylaws, Standing Rules, & Articles of Incorporation

Tab 5: Charter Info (IRS taxes, Secretary of State annual report, insurance policy, past audit reports)

Tab 6: Other / Miscellaneous

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Communications & Social Media

Communicate to share the work of the PTA through newsletters, website, flyers, and social media platforms. Louisiana PTA has guidelines at LouisianaPTA.org/guidance.

National PTA shares tips & best practices to effectively share messages with fellow PTA members, school staff & admin, community members, and the media. More assistance is available at PTA.org/local-leader-kit/communications.

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Any Questions

LouisianaPTA.org/secretary
 Secretary@LouisianaPTA.org

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Louisiana PTA is in search of Leaders to serve on the Board of Directors

Apply Here



Email us at President@LouisianaPTA.org if you are interested in learning more about volunteering at the State level.

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