2025-26 PTA Leader

Toolkit

LOUISIANA PTA

Section 4: Secretary

LouisianaPTA.org/secretary

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AI-generated content may be incorrect.**

A blue and white logo

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# Index

Importance of Secretary 65

Secretary’s Binder 65

Responsibilities of Secretary 66

Dividing Responsibilities 66

Historian 67

Minutes Overview 67

Contents of the Minutes 68

Motions 69

Elections 70

Records Retention 70

Active Affiliation Report and Retention Plan 70

LAPTA Calendar 71

Sample Agenda 73

Sample Minutes 74

Motion Form 75

Roster Sign-In Sheet 76

Inventory Accountability Form 77

Confidentiality, Ethics, & Conflict of Interest Policy 78

# Growing the Future Rooted in Tradition

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AI-generated content may be incorrect.The 2025-26 theme for Louisiana PTA is “**Growing the Future Rooted in Tradition.**” Using unique Louisiana imagery, our theme invokes the PTA’s longstanding history of advocating for children and highlights the goal of nurturing future generations. PTA’s philanthropic work is an opportunity to give selflessly and to positively affect the lives of children. Become part of something meaningful and important where your contribution matters*.*

The Louisiana PTA Board is planning its future, and we see YOU in it. There are Board positions that don’t take much time or that can use your gifts and talents to the fullest. If you’d like to increase your impact on children through PTA work at the state level, please contact LAPTA. We all do it because it’s enjoyable, and you are part of our future! Email [President@LouisianaPTA.org](mailto:President@LouisianaPTA.org) to talk about how you might fit in.

# Importance of the Secretary

The role of Secretary holds paramount importance for the PTA, constituting one of just two legally mandated positions in the state of Louisiana, the other being the President. The Secretary is responsible for documenting the proceedings of the PTA, maintaining comprehensive records for both members and leaders, and disseminating communications on behalf of the Board. These records serve as the historical archive of the PTA.

Never underestimate the significance of the role of Secretary with phrases like "I'm just the Secretary." A proficient Secretary is characterized by qualities such as promptness, accuracy, and reliability, alongside an understanding of the PTA's objectives, Bylaws, Standing Rules, policies, and methods.

# Secretary’s Binder

Create a Secretary’s Binder using the previous Secretary’s Binder or start a new one. Suggested sections:

1. Summary of PTA accounts and passwords and the Board roster.
2. Agendas, Minutes, meeting rosters, committee reports from meetings. This can be divided by month.
3. Charter Info (IRS taxes, Bylaws, Standing Rules, Secretary of State Annual Report, insurance policy, audit reports).
4. Membership: spreadsheets, reports, notes, email campaigns, Welcome Packet, etc.
5. Correspondence
6. LAPTA Toolkit: Secretary, plus other relevant sections.
7. Other

# Responsibilities of the Secretary

* Register annually with Louisiana PTA (LAPTA) as a PTA officer at [LouisianaPTA.org/register](https://LouisianaPTA.org/register).
* Work with the outgoing Secretary to review the responsibilities and the PTA’s practices.
* Provide guidance to incoming Board Members on best practices for the PTA.
* Have all Board Members sign the LAPTA Confidentiality, Ethics, and Conflict of Interest Policy.
* Ensure all elected officers complete the required LAPTA Training. See [LouisianaPTA.org/training](https://LouisianaPTA.org/training).
* Review and follow the Records Retention Policy.
* Keep accurate records of PTA proceedings.
* Send communications on behalf of the Board as requested by the President.
* Participate as a Board Member, make motions, nominate candidates, enter discussions, and vote.
* Prepare the meeting agenda, if requested by the President.
* Record all business transacted at Executive Committee, Board, and General Membership Meetings.
* Sit close to the President and stand to read the minutes or when giving the Secretary’s Report.
* Assist the President in establishing a quorum. See a sample Roster Sign-In Sheet at the end of this section.
* Coordinate with the membership chair to have a current membership roster.
* Assist in counting a verbal vote when requested by the President.
* Call the meeting to order in the absence of the President and Vice-President and preside until a temporary chair is elected by the membership.
* Prepare a draft meeting minutes within five days after each meeting for the President.
* Assume the duties of the historian if one is not on the Board. Collect and preserve historical PTA documents.
* Present a Secretary’s Report to the membership as the official history at the annual meeting (optional).
* Maintain all minutes, records, reports, procedure book, and other pertinent materials.
* Study all references to duties in the PTA Bylaws and optional Standing Rules.
* Ensure the local PTA meets all requirements of Active Affiliation with LAPTA. See [LouisianaPTA.org/affiliation](https://LouisianaPTA.org/affiliation).
* Keep on permanent file the IRS Employer Identification Number (EIN).
* Notify Board Members, as requested, of all meetings.
* Present the meeting’s minutes, actions, and recommendations at the next meeting.

# Dividing Responsibilities

Local PTA Units may have one Secretary perform all duties of the office or share duties between the Corresponding Secretary and Recording Secretary. Below are how the duties might be divided which can be customized to best suit the PTA.

**The Corresponding Secretary**

* Manages all correspondence promptly and accurately.
* Writes PTA letters as directed by the President.
* Gives information with copies of recommendations, resolutions, motions, and reasons for any action taken.
* Keeps copies of all letters received and replies written.
* Notifies members of their election to office.
* Notifies officers and committee chairs of meetings.
* Reads correspondence aloud, summarized, or passed around for all to read.
* Attends LAPTA training.

**Recording Secretary**

Prior to each meeting, if requested and at the consultation of the President, prepares a complete agenda. An agenda shows the order in which business should come before the group.

* Maintains and retains the roster record for meetings.
* Assists the President in determining if a quorum is present.
* Calls the meeting to order in the absence of the President and Vice-President, unless the Bylaws state otherwise, and presides until appointment of a *chair pro tem*.
* Accurately records all business transacted at each meeting, which includes General Membership, Board of Directors, and Executive Committee Meetings.
* Distributes the appropriate minutes for each meeting type. Board of Directors meeting minutes are read and distributed only at Board Meetings. General Membership Meeting minutes are read and distributed only at General Membership Meetings.
* Stands (optional) and reads the minutes at all meetings.
* Acts as custodian of all records except those specifically assigned to others.
* Makes minutes and records available upon the request of a member. The records of the Secretary are open for the inspection of any member. However, records must not be released from the custody of the Secretary except upon written order of the President.
* Attends LAPTA training.
* Performs other delegated duties as assigned such as those of a Corresponding Secretary.
* Counts a rising vote when requested by the presiding officer.
* The Recording Secretary should have the following available at all meetings: minute book (bound journal with numbered pages), agenda, approved Bylaws and Standing Rules, PTA calendar, minutes of previous meetings, Board roster, membership list, blank paper for ballots, Motion Forms, and a copy of Robert’s Rules of Order, Newly Revised (optional).

# Historian

The role of a historian within the PTA is an optional position. In the absence of a designated historian, these responsibilities fall under the Secretary. Some PTAs maintain a tradition of creating a historical record, such as a history book or scrapbook, which encompasses all activities sponsored by the PTA and includes the Historian Report. This archival book should be stored conveniently, such as in the school library or office. In instances where this tradition is upheld, the historian typically holds a distinct role rather than it being part of the Secretary's duties.

The historian maintains a comprehensive record of the PTA's endeavors and accomplishments. This repository of historical information is readily accessible upon request by the members. The formal report written by the historian serves as the official historical account. It is presented and ratified at the annual membership meeting and subsequently archived with the meeting minutes. This report encapsulates a summary of all the PTA's undertakings during the fiscal year. The Historian Report encompasses the following key components:

* A roster of Board Members, including details of their election or appointment dates.
* Comprehensive documentation of all Board Meetings and membership gatherings, along with highlights of significant matters discussed and presented to the membership.
* An overview of the PTA's events and activities held throughout the year, featuring concise descriptions of each training session, event, or activity attended by Board Members.

# Minutes Overview

The official record of all meetings, known as the minutes, serves as the enduring repository of the PTA's proceedings. Given their potential use as legal documents during litigation, they need to be meticulously and objectively documented and transcribed into a final form. Although the Secretary bears the primary responsibility for recording, preparing, and preserving the minutes, every member needs to review them diligently. If an event or action is not documented in the minutes, it is as if it never occurred.

Minutes should not be mistaken for a mere report; they are a comprehensive record of the PTA's business. Their role is to safeguard the PTA and its members by chronicling actions taken rather than delving into verbal exchanges or personal opinions. The minutes include an exhaustive account of all group actions, including the precise wording of motions, the names of their proposers, and the outcomes of these motions. The composition of the minutes strikes a balance between completeness, conciseness, and accuracy, aiming for brevity while including precise details.

The minutes may be handwritten within a bound journal featuring numbered pages to prevent any potential tampering or removal of pages. The Secretary may also utilize a computer and type the minutes during the meeting rather than handwriting them into a journal. Each entry in the minutes should specify the date, location, time, meeting type, and the name of the presiding officer. During the meeting, the Secretary should adhere to the agenda’s format and organization, taking notes exclusively on factual information and motions, with personal opinions and discussions omitted. At the meeting's conclusion, the Secretary's signature finalizes the draft minutes.

When recording the minutes of a meeting, make sure to have extra pens, a bound journal designated for minutes or a computer, and blank Motion Forms (located at the end of this section). Arrive at the meeting venue ahead of time and prepare all necessary materials. Have a copy of the meeting agenda, the sign-in sheet for attendees, any relevant reports, financial statements, and documents that may be referenced during the meeting. If the Secretary is absent, a *secretary pro tem* may be appointed for that meeting by the presiding chair.

The most challenging aspect of minute-taking involves determining what information should be transcribed verbatim, what can be paraphrased, and what is excluded from the official record. Minutes should be succinct, factual, and impartial accounts of the meeting proceedings. Avoid letting personal preferences influence notetaking. Distinguishing between various opinions and facts can be challenging. As the recorder, listen attentively and don't hesitate to seek clarification and ask questions from the President or Chair if necessary.

All meetings may be recorded (either through audio or video) to accurately document the business conducted during the meeting. Inform attendees at the outset that the meeting will be recorded, and anyone can request a pause in the recording during discussions. All recordings should be deleted once the minutes have been compiled.

**Courtesy Seat:** Only individuals included in the meeting agenda are authorized to address the assembly. However, a "Courtesy Seat" privilege may be granted to a non-Board Member visiting the meeting. The meeting minutes will include a notation such as: "A courtesy seat was granted to Officer Brown who discussed traffic dismissal concerns."

During a formal vote, the method and tally of votes for each side should be documented. The Secretary should have blank sheets of paper available for secret ballot voting and assist in the vote count when requested. Reports from officers, standing committees, and special committees may be appended to the minutes to avoid duplicating information. The Secretary can provide a concise summary of the activities, and any motions arising from the reports must be included in the minutes. An example of a Tellers Report for voting can be found in the LAPTA Toolkit: Elections and Nominating Committee.

# Content of Minutes

* Heading: Meeting type (General Membership, Board of Directors, Special, etc.); PTA name; date; location
* Call to Order by (name) at (time)
* Opening: optional such as stating the PTA Mission; note what it was and who did it.
* Attendance: Names of members present (usually in meetings with 20 or fewer members) may be included or attach a sign-in sheet; state if quorum was or was not established; include any courtesy seats.
* Secretary’s Report: Draft minutes from (date) meeting were (read/distributed/emailed) and (approved as presented/approved with corrections) 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 committees and their details
* Unfinished Business: details
* New Business: details
* Announcements: details
* Adjournment: The meeting adjourned at am/pm.
* Secretary signs their full name and dates the minutes in both the journal and the final approved minutes.

**Draft Minutes:** Minutes shall be typed within five days of its meeting, and are initially 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. Assemble all attachments for inclusion with the final copy. Minutes are written in the third person. Present the President with a draft for an initial viewing.

**Approved Minutes:** At the next meeting of that body and after the call to order, opening, and establishment of a quorum, the Secretary stands (optional) 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 or typed. The minutes are either “approved as presented” or are “approved with corrections,” with the date of approval recorded, and the Secretary’s signature on the minutes. The Secretary or Chair 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.

**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. 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 an affirmative two-thirds 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.

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

**Minutes Committee**: It is permissible, if the meeting occurs less often than quarterly, to authorize a committee to approve the minutes on behalf of the assembly during the meeting. The annual LAPTA General Membership Meeting is a good example. It would be futile to review the minutes for errors one year later.

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 with the President’s consent.

**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.”

# Motions

Motions are statements that describe a proposed action or decision. The process of making motions ensures that all decisions are fairly discussed and voted on. It is necessary to record motions verbatim, as well as the name of the individual who made them. There is an optional **Motion Form** at the end of this section to assist in recording motions properly. Record the name of the person who made the motion, whether there was a second (this second name is not recorded), the date, the exact final verbiage of the motion, verbal or ballot vote, and whether the motion passed or failed. When there are multiple motions in a meeting, keep the motions numbered and in order. If a motion is withdrawn, it is as though it never happened. Only record the final version of a motion.

When typing a motion in the minutes, indent it and use bold and all caps. Here is an example:

**A MOTION WAS MADE** by Kaionnia Snow and seconded to create a Shake Day Committee of Cindy Allen, Ree Jones, and Tonya Lincoln. The chair shall be Cindy Allen. A verbal vote was taken. **MOTION PASSED.**

# Elections

When writing the minutes for election results, use the following sample template for an uncontested election:

No nominations from the floor were submitted. A verbal vote was taken, and the slate of officers was accepted. The elected officers for 2032 ABC PTA are:

Abby Lincoln, President

Jim Washington, Vice-President

Kami Adams, Treasurer

Ree Kennedy, Secretary

Include another paragraph listing the previous officers’ names who will be removed from the account. Include names of those officers authorized to receive debit cards if the PTA chooses to do this. Caddo Parish does not allow this. See the [Bylaws](https://louisianapta.org/bylaws) and the [Elections and Nominating Committee Toolkit](https://louisianapta.org/elections) for further details.

# Records Retention

Digital and paper records are acceptable. **Permanent Storage** includesannual financial statements, Audit Reports, check ledger, Articles of Incorporation, Bylaws and amendments, minutes, correspondence to state & federal agencies, licenses and permits, Employer Identification Number (EIN), legal correspondence, and insurance claims. **Ten-year storage** includespersonnel records, employee contracts, and property leases. **Seven-year storage** includes accounts payable and accounts receivable, bank statements, deposit slips, expense reports, interim financial statements, grant records, cash receipts, and contracts. **Three-year storage** includes correspondence and internal memoranda and bank reconciliation reports. **One-year storage** includes routine emails.

# \*\*\*Active Affiliation Report Due October 31\*\*\*

PTAs are required to annually submit documentation to achieve Active Affiliation Status with both Louisiana PTA and National PTA. "Active Affiliation" signifies that the Local PTA Unit is up to date with its responsibilities to preserve its IRS status and its affiliation with LAPTA and National PTA. The Active Affiliation Report consists of seven items which are uploaded at [LouisianaPTA.org/affiliation](http://www.LouisanaPTA.org/affiliation) through Givebacks.com. Local PTA Units failing to maintain Active Affiliation will be subject to the Retention Plan. The deadline for submitting these files is October 31, 2025.

To upload the files, log into the PTA’s account at [npo.Givebacks.com](https://npo.givebacks.com). If you need help creating the account, email Philip Davis at Affiliation@LouisianaPTA.org. Once logged into the dashboard, on the left side menu, select Compliance>Submit Forms. You will then see the 7 required forms. See [LouisianaPTA.org/affiliation](http://www.LouisanaPTA.org/affiliation) for complete details.

1. IRS Form 990 Filing: Submit proof of 2024 or 2023 filed and accepted IRS Form 990 tax filing.
2. Audit Report: Enter the Audit Committee Report for the previous year.
3. LA Secretary of State Report: Submit the updated Articles of Incorporation from geauxbiz.com.
4. Bylaws: Submit the first page of the Bylaws with the LAPTA expiration date.
5. Insurance: Submit the insurance declaration page.
6. Budget: Submit the approved Annual Budget and details from the General Membership Meeting.
7. Membership and Officer Requirements: Submit membership totals, officer information, and training information.

# 2025-26 LAPTA Calendar (Subject to Change)

# Visit [**LouisianaPTA.org/calendar**](https://www.louisianapta.org/calendar) for updates.

**July 2025**

All Schedule one-on-one training with LAPTA to jump start the year (Leader.Develop@LouisianaPTA.org)

1 Elected officer terms begin

15 Register all officers with LAPTA at [LouisianaPTA.org/register](https://www.louisianapta.org/register)

**August 2025**

1 Encourage Board Members to register with LAPTA at [LouisianaPTA.org/register](https://www.louisianapta.org/register)

15 Start working on Active Affiliation Report. See [LouisianaPTA.org/affiliation](https://www.louisianapta.org/affiliation).

16 LAPTA Leadership Training in Mandeville

23 LAPTA Leadership Training in Shreveport

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**September 2025**

All Multiple Zoom training classes will be offered. See the schedule at [LouisianaPTA.org/training](https://www.louisianapta.org/training).

1 Review [PTA.org](http://www.PTA.org) and [LouisianaPTA.org/grants](https://www.louisianapta.org/grants) for available grants and their deadlines

30 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**October 2025**

6–12 National Fire Prevention Week

15 Deadline for National PTA School of Excellence submissions

23–31 National Red Ribbon Week; Conduct the LAPTA Safety Poster Contest ([LouisianaPTA.org/contest](https://www.LouisianaPTA.org/contest).)

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

31 **Deadline for Active Affiliation Report. See** [LouisianaPTA.org/affiliation](https://www.louisianapta.org/affiliation)**.**

**November 2025**

All Visit [PTA.org/home/programs/family-reading](https://www.PTA.org/home/programs/family-reading) and plan a Family Reading Experience event.

1 Deadline to submit Safety Poster Entries to LAPTA at [LouisianaPTA.org/contest](https://www.LouisianaPTA.org/contest).

10 LAPTA Red Ribbon Week Safety Poster Contest winners announced.

11 Veterans Day

16 Reflections Theme Contest Submission deadline. See [LouisianaPTA.org/theme](https://www.louisianapta.org/theme).

23 LAPTA Literacy Grant deadline. See [LouisianaPTA.org/grants](https://www.louisianapta.org/grants).

30 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**December 2025**

1 LAPTA Literacy Grant and LAPTA Reflections Theme Search winners announced.

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**January 2026**

18 Reflections Submission Deadline to LAPTA

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**February 2026**

9 Louisiana PTA’s 103rd Birthday (1923)

17 National PTA Founders’ Day (1897) and Mardi Gras Day

28 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**March 2026**

2-4 National PTA Legislative Convention (LegCon)

2-6 Read Across America Day ([NEA.org](https://www.nea.org))

2 LAPTA Reflections Program winners announced.

​31 Deadline for LAPTA Awards, Creative Teacher Grant, Day of Service Grant, and Healthy Minds Grant

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**April 2026**

All LAPTA delivery of student awards to PTAs; Transition time and planning for the year ahead

14 Winners announced for Volunteer of the Year Award, Mentor-a-PTA Award, Advocacy Award,

Outstanding Newsletter Award, Creative Teacher Grant, Day of Service Grant, Healthy Minds Grant

​ 30 Submit new membership dues at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

**May 2026**

All LAPTA delivery of student awards to PTAs; Transition time and planning for the year ahead

4-8 Teacher Appreciation Week

31 Register new 2026-27 officers at [LouisianaPTA.org/register](https://www.louisianapta.org/register).

31 Submit new membership dues through Givebacks at [LouisianaPTA.org/membership](https://www.louisianapta.org/membership).

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**June 2025**

17-20 Join LAPTA at the National PTA Convention in Pittsburg, PA.

30 2025-26 officer terms end. Register new officers at [LouisianaPTA.org/register](https://www.louisianapta.org/register).

# Sample Agenda

Madison High PTA Board Meeting **AGENDA**

*January 19, 2023*  *Meeting called by* Tera

**Executive Board Members:**

President: Tera Vice-Presidents: Shelley & Beth

Treasurer: Carolyn Secretary: Stephanie

**Committee Board Members:**

Membership: Katie Beautification: Bessy

Volunteer: Sandra Newsletter: Angie, Doris

Fundraising: Amy, Melanie, Christen Uniforms: Caroline

Hospitality: Jenn, Amy, Elizabeth Grants & Awards: Christie

Room Mom: Kristy Teacher Rep: Erin, Sarah

Reflections Program: Amy

Opening: The PTA Mission is 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: $ ##,### Carolyn

President’s Report – Tera

* Library Movie Night; 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
* Library Committee Amy
* Newsletter Angie
* Uniforms Caroline
* Grants & Awards Christie
* Teacher Representative 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

# Sample Minutes

**ABC PTA Board of Directors Meeting**

November 12, 2022

ABC Faculty Lounge

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

Opening: PTA Mission read by Sarah Gallup.

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.

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

**A MOTION WAS MADE** by unanimous consent by Julie Snow and seconded to add John Johnson to the Membership Committee. There was no objection. **MOTION PASSED.**

Principal’s Report: Volunteers are needed for the vision screening on December 2, 2022, at 9:30 a.m. 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: Lunch from Café Fabulous will be provided for the staff on 12/15/22 at noon. Volunteers needed.

**A MOTION WAS MADE** by Julia Johnson and seconded to provide snacks for the teachers every Friday. A verbal vote was taken. **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 Rene 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. A ballot vote was taken with 12 yeses and one no. **MOTION PASSED.**

Unfinished Business: Backordered fundraising prizes are still on order.

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

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



Beth Cleveland, Secretary *(or Secretary Pro-tem)*

Approved as read on or approved with corrections on



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

# Motion Form

I move that:

Printed name of person who made the motion Signature

**FOR SECRETARY’S USE**

Meeting Date Motion Number

Motion was:  Seconded  Did not need a Second  Passed  Failed  Amended  Withdrawn

I move that:

Printed name of person who made the motion Signature

**FOR SECRETARY’S USE**

Meeting Date Motion Number

Motion was:  Seconded  Did not need a Second  Passed  Failed  Amended  Withdrawn

# Roster Sign-In Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Name:** | | **Date:** | | |
| **PTA Position** | **Name** | **Membership?** | | **Signature** |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
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|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
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|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |
|  |  | * Yes | * No |  |

# Inventory Accountability Form

Local PTA Units should take inventory on a yearly, if not monthly, basis. This allows the PTA to know what assets it has and the value of that inventory. Inventory includes items such as t-shirts, prizes, gifts, gift cards, donated items, food, decorations, and more. Take all necessary steps to avoid theft and fraud with the PTA.

Date of Inventory Person #1 doing inventory count Person #2 doing inventory count

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quantity** | **Value** | **Name** | **Item Description** | **Note** |
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Number of pages of Inventory Accountability Form: Page of total pages.

We agree to the findings of this Inventory Accountability Form:

Date of Inventory Person #1 Signature Person #2 Signature

*This Inventory Accountability Form shall be presented at the next Board Meeting and*

*filed with the Treasurer and Secretary as part of the official record of the PTA.*

# Confidentiality, Ethics, and Conflict of Interest Policy

Members of the Board of Directors serve in a **fiduciary capacity** and owe a **duty of care**, a **duty of obedience**, and a **duty of loyalty** to the PTA. Board Members shall conduct themselves with **integrity** and **honesty** and act in the **best interests** of the PTA. Disclosure by a Board Member of any potential or actual conflict of interest is required by the standard of good faith and for the benefit of the PTA and protection of everyone.

A conflict of interest exists when a Board Member participates in the deliberation or decision of any PTA issue while, at the same time, the Board Member and their extended family have financial, professional, business, employment, personal or political interests outside the PTA that could predispose or bias the Board Member to a particular view, goal, or decision.

**When a conflict arises, the Board Member declares the conflict to the Board. The Board then considers the situation and debates the severity of the conflict.** During discussion and deliberation, the person temporarily leaves the meeting. The Board Member with the conflict may not use their personal influence of position to impact the outcome of a vote. The Board discusses the conflict and then makes a motion to allow the Board Member to remain on the Board or to be removed from the Board. The person returns after the vote is complete and is informed of the results. **The minutes of the meeting must include any declared conflict of interest, the motion made to accept or remove the person from their position on the Board, and the resulting vote. Removal of a Board Member is effective immediately. They shall turn over to a member of the Executive Committee all records, books, PTA account access, and any other PTA materials pertaining to their position.**

See the Local PTA Unit Bylaws Template, Revised April 2024 in Article V, Section 4: **Termination of Membership** for details on how to address a member who had conduct that damaged the value and goodwill associated with PTA or violates the purposes, policies, or Bylaws of PTA.

In consideration of the PTA’s affiliation with Louisiana PTA, for the protection of its integrity and its 501(c)(3) nonprofit status, and for our protection, we, the undersigned officers, during our terms of office, shall:

1. Abide by and represent our PTA Bylaws, LAPTA policies, positions, procedures, and National PTA purposes and mission statement;
2. Discharge the duties and responsibilities of our individual offices with fidelity, integrity, and honesty and declare all personal and extended family conflicts of interest when PTA issues and funds are involved;
3. Not misuse the PTA’s federal tax-exempt status for personal or unauthorized purposes nor disburse funds for any purpose other than the authorized budgeted items;
4. Refrain from making any slanderous or defamatory statements that could result in harm to the PTA;
5. Publicly present a united front on decisions made as a Board;
6. Maintain confidentiality as a Board Member;
7. Follow the LAPTA and school district guidelines for fundraising; and
8. Abide by the following **Conflict of Interest Policy:**
9. Board Members and their families shall not use their relation to this PTA for financial, professional, business, employment, personal, or political gain;
10. Board Members must declare conflicts of interest to the PTA Board, stating the nature of the conflict and all pertinent information;
11. Board Members may not use PTA’s name, influence, or resources for their benefit or gain when running for any publicly elected office or while serving as an elected official;
12. Board Members shall not directly or indirectly use their current PTA name or position for or against any specific candidate for elected public office, as that would be contrary to federal tax laws and PTA policies.

Page 1 of 2

We, the undersigned Board Members of , have read and agree to abide by this policy. We understand that failure to adhere to the above guidelines may result in the termination of the undersigned as Board Members and will require the immediate return of all PTA property, documents, and materials belonging to this PTA.

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| Date | Position | Printed Name | Signature |
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Page 2 of 2