MINUTES MAKE THE MEETING
DO YOU HAVE THE WRITE STUFF?

Objectives:
• Identify the basic roles and responsibilities of a local PTA secretary
• Recognize what belongs in the minutes
• Understand the importance of the minutes and record retention

Look Like This:
What kind of secretary are you?!?

- Recording Secretary
- Corresponding Secretary
- Both??

Basic Responsibilities – Recording Secretary

- Prepare for meetings
- Act during the meeting – taking minutes and other tasks
- Post-meeting follow through
Prepare for Meetings:

- Send out the meeting notice
- Work with the president and others to develop the agenda
- Send out copies of the agenda before the meeting with any other necessary documents including the draft minutes from the previous meeting

Sample Agenda

1. Call to Order
   [Name], PTA President
2. Opening Ceremonies (optional)
   [Name]
3. Roll Call (if customary) & Quorum
   [Name], PTA Secretary
4. Reading and Approval of Minutes
   [Name], PTA Secretary
5. Financial Report
   [Name], PTA Treasurer
6. Reports of Officers, Boards, and Standing Committees
   - President
   - Vice President
   - Treasurer
   - Committees
   - Special
7. Reports of Special Committees (announced only if such committees are prepared or instructed to report)
8. Special Orders (announced only if there are special orders)
9. Unfinished Business and General Orders
10. New Business
11. Announcements
12. Program (if a program or a speaker is planned for the meeting)
13. Adjournment

Meetings: What to Bring

- Bylaws and standing rules
- Meeting agenda
- Minutes from previous meetings
- Correspondence received
- A list of unfinished business
- A list of committees, chairs and members
- Membership list
- Motion forms
- Ballots of paper for voting
- Roberts Rules of Order
- Dictionary
- Calendar
- Materials for note/minute taking
Sample Motion Form

I MOVE THAT is TO

_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Date: ______________________

Type of Meeting: Regular - Special
Board - General - Committee

Motion #: ______________________

Maker of the motion: ______________________
Seconded by: ______________________

Motion Disposition: Approved - Not Approved
Other: ______________________

Meetings: What to Do

• Take attendance
• Verify quorum
• Present minutes for approval
• Announce motions of the board
• Take minutes
• Count votes
• Be a voting member of the board

Meetings: The Minutes

• State what was done, not what was said
• Be brief and factual
• Be accurate
• Record the final, amended motions
• Use a separate paragraph for each subject
• Work off of the agenda
Meetings: Taking the Minutes

Include

- Kind of Meeting
- Name of the Association
- Date, Time and Place
- Time called to order
- Any pro or con points or visitors
- Quorum
- Approval of the minutes
- Summarize reports
- Unfinished business
- New Business
- Announcements
- Program information
- Time of adjournment
- Signature of secretary

Meetings: Taking the Minutes

Exclude

- Opinions
- Judgmental phrases
- Motion that is withdrawn
- Separate amendments
- Flowery language
- Detailed reports
- Transcripts of the meeting
- Discussion of others
- Name of who seconds a motion

Post-Meeting

- Type up the minutes
- Collect all of the materials distributed at the meeting
- Provide a draft of the minutes for review prior to the next meeting
- If minutes approved, write "approved" and date and sign the approved minutes
- If minutes corrected, note the corrections and write "approved as amended" date and sign the approved minutes
- File the approved minutes and provide a copy to the president
- Only the group that created the minutes can approve/change them
- Binding the minutes
Correcting Minutes

- Susie King moved Sunshine PTA purchase a new microphone for use at PTA meetings using budget line “reserve.”
  
  Adopted
  
- Sue 8/24/19

Review:

- The secretary works closely with the president and the board
- Minutes are legal documents and must be kept as a permanent record of the association
- Minutes should contain notes on actions, not what is said
- Approved minutes should be placed in the official file and made available as appropriate
- The bylaws and standing rules have the specific description for the secretary of your PTA
- The secretary is the recorder, correspondent, and record maintainer of the PTA board

Resources:

- California State PTA capta.org
- National PTA pta.org

California State PTA Secretary
Jeff Price jprice@capta.org

www.capta.org
QUESTIONS?

www.capta.org

THANK YOU FOR ATTENDING!

www.capta.org