

Agendas

The agenda is a written outline for a meeting, prepared cooperatively by the president and secretary.

Include:

1. Call to order
2. Opening ceremonies (reverence, Pledge of Allegiance, etc.)
3. Reading and approval of minutes
4. Reports of officers, committees, etc.
5. Special business (financial reports, nominations, elections)
6. Unfinished business
7. New business
8. Calendar item
9. Adjournment

Minutes

Minutes are a record of all business transacted at each meeting of the association and of the executive committee or boards.

Include:

1. Name of the organization and the meeting
2. Location of the meeting
3. Date and time
4. Name of person conducting and those taking part
5. A roll—present and excused
6. All action taken—“adopted” or “rejected”
7. A brief account of reports, including figures in the treasurer’s report
8. Time of adjournment
9. Place at the end for the signature of the secretary

What do I do with the minutes?

Read and approve all minutes
Keep a copy in a permanent record

Why do I keep the minutes?

Possible IRS audit
To document programs and procedures
To document bylaws and budgets

How long do I keep minutes?

These are permanent historical records

Where do I store the minutes?

Most PTAs have a place at the school for permanent historical records