The President's PTA/PTSA Agenda, the Meeting & the Minutes
[Instructional comments for you as president are italicized and in brackets.]

Your agenda should always have the Call to Order, the Adoption of the Agenda and the Approval of the Minutes at the beginning of the meeting. After that, the agenda order will depend upon what you need to do. Because financial matters require a vote, the Financial Reports are sometimes scheduled mid-meeting to be certain of having a quorum.

- **If you have to appoint a recording secretary or parliamentarian pro tem, you do that as part of the call to order and before the adoption of the agenda.**
- **Make everyone's life easier: Ask your officers to use the appropriate wording provided below, especially for motions.**
- **Ask the recording secretary to type the motions in bold or all capital letters or both. This makes them easy to find later on.**
- **Consider using motion forms: All motions must be written out and signed by the maker of the motion. These are used by the secretary to write the minutes and are saved in case of later discussion or disagreements.**
- **Remember that as president you can ask for a motion, but no one may say "so moved" and have it constitute a motion. The motion must be said in full by the maker, although the maker is welcome to use your wording.**

SELENA SLOAN BUTLER MIDDLE SCHOOL PTSA ASSOCIATION MEETING

February 26, 2013

Present: *[ALL THE NAMES FROM THE SIGN-IN SHEET ARE LISTED USING ALPHABETICAL ORDER BY LAST NAME.]*

Excused absences: *[You read the excused absences as part of the call to order; the secretary lists the named alphabetical order by last name.]*

Call to Order: The meeting was called to order at 7:04 p.m. in the school library, President Lily Marlene presiding. *[If the recording secretary is absent, you appoint a secretary pro-tem at this point in the meeting. Similarly, if the parliamentarian is absent, you appoint a parliamentarian pro-tem at this point in the meeting. The minutes would look like this: Call to Order: The meeting was called to order at 7:15 p.m. in the school library, President Peter Patrick presiding. Peter appointed Susie Sands as recording secretary pro tem.]*

Adoption of the Agenda: The agenda was adopted as presented.   OR
The following changes were made to the agenda order: *[The secretary lists the changes.]* The agenda was adopted as corrected. *[Note that no motion is needed; you state that the minutes were adopted as presented or as corrected.]*

Approval of Minutes: The minutes of January 24, 2013 were approved as presented.   OR
There were two corrections to the minutes of January 24, 2013: *[The secretary lists the corrections.]* The minutes were approved as corrected. *[In addition to writing out the corrections in the notes of the meeting to be written up, the secretary must circle the errors in red ink in the minutes being corrected and write the corrections in the margin. Note that no motion is needed; you state that the minutes were adopted as presented or as corrected.]*

Financial Reports:

      Financial Secretary's Report—Georgia O'Keefe: Georgia made one deposit, all spirit wear, for a total of $2,650.73. *[Some units have a financial secretary; if your unit doesn't, your agenda won't have this entry.]*

      Treasurer's Report—Andy Warhol: The opening balance on January 27, 2013 was $2,672.65; the total income was $2,650.00; the total expenditures were $501.31; the ending balance on February 24, 2013 was $4,821.34. The report was filed for audit. *[Note that no motion is needed for the report itself. You must state that the report was filed for audit.]*

MOTION: ANDY WARHOL MOVED TO RATIFY BILLS PAID BY CHECKS #3245-3249 INCLUSIVE, DATED February 9-February 23, 2013, FOR A TOTAL OF $501.31. THE MOTION WAS SECONDED AND ADOPTED.

MOTION: ANDY WARHOL MOVED TO APPROVE THE FOLLOWING BILLS WITH CHECKS DATED MARCH 2, 2013: CHECK # 3250 TO ANDY WARHOL IN THE AMOUNT OF $45.67 FOR PHOTOCOPYING EXPENSES AND CHECK # 3251 IN THE AMOUNT OF $37.50 TO FRIEDA KAHLO, THE REFLECTIONS CHAIR, FOR CERTIFICATE EXPENSES, FOR A TOTAL OF $83.17. THE MOTION WAS SECONDED AND ADOPTED.

MOTION: ANDY WARHOL MOVED TO CHANGE THE RED RIBBON WEEK EXPENSE BUDGET FROM $150.00 TO $130.00 AND TO CHANGE THE YELLOW RIBBON WEEK EXPENSE BUDGET FROM $150.00 TO $170.00. THE MOTION WAS SECONDED AND ADOPTED. Before the vote, Andy explained that the YRW chairman forgot to include the shipping cost for pencils; the money left over from RRW last fall will cover the shortage. *[The brief explanation is useful to include in the minutes.]*

      Auditor's Report—Anna Pavlova: Anna read the following statement: "I have examined the financial records of the treasurer of Selena Sloan Butler Middle School PTSA and find them substantially correct. Audit completed February 15, 2013."

      MOTION: ANNA PAVLOVA MOVED TO ADOPT THE AUDIT FOR THE PERIOD JULY 1-DECEMBER 31 2012, COMPLETED ON FEBRUARY, 2013. THE MOTION WAS SECONDED AND ADOPTED.

      The Auditor's Report will be filed for audit.

[The auditor could also have found the financial records substantially correct or incorrect and would then have provided a list of corrections to be made.   At most unit meetings, the auditor has no report.]

[Agenda items you might include: Principal's Report, Program Presentation, Faculty Representative Report, President's Report, Vice Presidents' Reports, Officers' Reports, Committee Reports. The agenda might list each Vice President separately, or have Vice Presidents' Reports as a category, with each Vice President as a sub-group, and all Chairmen Reports as a category, with standing committees first and special committees following. Your recording secretary can format it with indents or using bold, to make the sections easy to follow.]

Unfinished Business: [*Note: There is never old business.*]

New Business:

Announcements:

Adjournment: The meeting was adjourned at 8:34 p.m.

Sebastian Coe
Recording Secretary

_____date minutes adopted as presented   _____date minutes adopted as corrected