Street Address

City, State, Zip Code

[Email address]

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| MINUTES | [Enter type of meeting: general membership meeting, board of directors meeting] of the [Enter PTA/PTSA name], [Enter date of meeting]. |
| Call to Order: | [President Name], President, called the meeting to order at [enter time] via [enter how meeting took place (i.e. school media center, zoom, hybrid, etc.].  [Name of the person who read PTA purposes] recited the PTA Purposes. |
| Roll Call (Present): | *Note: Enter names of officers/board members/members who were present for the meeting. The list will vary based on the type of meeting being held. General membership meeting membership will be different from Board of Director Membership.*  Officer [name 1, name 2, name 3, name 4, etc.]  Committee Chair [name 1, name 2, name 3, name 4, etc.]  General Member [name 1, name 2, name 3, name 4, etc. *(if applicable to the type of meeting)*] |
| Roll Call (Absent): | *Note: Enter the names of officers/board members who were absent from the meeting. This list will include people how did not give advance notice of their absence. For general membership meetings, only capture members present as this will be needed to verify quorum.*  Officer [name 1, name 2, name 3, name 4, etc.]  Committee Chair [name 1, name 2, name 3, name 4, etc.]  General Member [name 1, name 2, name 3, name 4, etc. *(if applicable to the type of meeting)*] |
| Roll Call (Excused): | *Note: Enter the names of officers/board members who notified the president/board of directors that they were going to be absent from the meeting in advance.*  Officer [name 1, name 2, name 3, name 4, etc.]  Committee Chair [name 1, name 2, name 3, name 4, etc.]  General Member [name 1, name 2, name 3, name 4, etc. *(if applicable to the type of meeting)*] |
| Guests: | *Note: Enter the names of the individuals who have been invited to participate in the meeting, but are not part of the Board of Directors, or general body for whom the meeting has been called to order.*  Guest [name 1, name 2, name 3, name 4, etc.] |
| Quorum: | *Note: Make sure that, at least, the minimum number of members are present to hold the meeting. You can find this in your bylaws.*  Quorum was established with [enter number of members] members present. |
| Approval of Agenda | *Note: The president should ask whether there are changes to the agenda.*  Example The agenda was presented. [Person A, moved that the agenda be adopted as presented/amended. Person B, seconded. A vote was called and the agenda adopted. **Or** Hearing no changes, the agenda was adopted.] |
| Approval of Previous Minutes | Minutes from the [enter date of the last meeting event] meeting were presented.  **MOTION #1 (Enter Name of person whom made the motion):** “I move to accept the minutes as presented.”  Seconded and adopted. |
| Officer reports | [Modify list of officer reports to reflect what’s shown in your PTA’s agenda] |
| Treasurer (Budget) | **[Enter Treasurer Name]**, provide a synopsis of the report. *Note: The budget (new and changes) and the financial reviews will always need to be approved by the general membership.* |
| President | **[Enter President Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Vice President | **[Enter Vice President Name],** provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Secretary | **[Enter Secretary Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Committee Reports | [Modify list of Committee chair reports to reflect what’s shown in your PTA’s agenda] |
| Fundraising | **[Enter Fundraising Chair Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Bylaws | **[Enter Bylaws Chair Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Hospitality | **[Enter Hospitality Chair Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Reflections: | **[Enter Reflections Chair Name]**, provide a synopsis of the report. Officer reports can also be attached to the agenda or can be sent independently. |
| Unfinished Business: | 1. [Item A]: Provide synopsis of the discussion. Should reflect what had been agreed to in the agenda. 2. [Item B]: Provide synopsis of the discussion. Should reflect what had been agreed to in the agenda. |
| New Business: | 1. [Item A]: Provide synopsis of the discussion. Should reflect what had been agreed to in the agenda. 2. [Item B]: Provide synopsis of the discussion. Should reflect what had been agreed to in the agenda. |
| Adjournment: | **[Enter time meeting ended]**  /signed/ **[Enter name of Secretary]**, Secretary |