

PTA Minutes -- Your Legal Records

Minutes are easy when one is prepared. So here is a list of things to get ready and to take note of.

- **Put all the minutes and documents supporting the minutes into a bound book, as they are legal records and are kept forever.** Usually typed and pasted in.
- Keep a separate binder of Agendas and handouts. Have a small 3-hole punch so you can just punch the meeting papers and pop them in the binder for reference. Keep your notes for the year.
- **Supporting documents include:**
 - Attendee names for General Association Meetings.
 - Checks ratified (check #, amount, who was paid and under what activity)
 - All budgets ratified. All audits filed.
 - Year-end profit loss statement. Annual Historian Report (Volunteer Hours)
- You need to know who came to the meeting – list it on your copy of the agenda.
 - For Exec Board meetings, you can keep a check list of officers on the Exec Board and check off each person you see when the meeting is convening.
 - For General Association meetings, prepare a sign-in sheet to keep track of who came to the meeting.
- Always record the beginning and ending time of the meeting -- easily note this on your agenda. Along with beginning times note who called the meeting to order and where (full address) – this can also appear on the agenda for ease of note-taking.
- Record the treasurer's report:
 - For all bank accounts you only need:
 - Beginning Balance for the month
 - Receipts (income)
 - Disbursements (payments)
 - Ending Balance for the month
 - The treasurer should move to ratify checks #xxxx to #yyyy in the amount of \$zzzz.zz. You then include the list of checks and exact amounts in the bound Secretary Book. This should be provided by the treasurer at the meeting.
- You only need to record motions. Almost everything in the meeting should begin with **"I move..."** The motion needs a second if it is not a recommendation from the Exec Board. Then the discussion begins. *If someone says I think we should do this or that and no one has made a motion – speak up and say **"Do I hear a motion here?"** The parliamentarian and president should be helping you out on this one.*
- Record the full name of the person making the motion. No need to record who seconded.
- If this is a motion moving forward from the executive board record it this way: **"With the executive board concurring [Full Name] moved to"**
- Record the vote. If unanimous then the vote can carry or pass. If someone votes against or abstains then record the exact vote. *(For example: Motion passed with 8 Yes; 2 No; 2 Abstain)*
- Make copies of motion sheet and lay them out at all meetings. If you are taking notes of all the motions don't be afraid to say "slow down or can you repeat that". If someone wants to make a motion it is easier if the person making the motion writes it down for you.
- Quick reference:
 - Motions pass or are carried.
 - Motions are amended if a change is made to a motion on the floor.
 - Checks are ratified.
 - Actions of the president are ratified.
 - Audits are adopted.
 - The budget is adopted.
 - People are elected by voice vote or ballot.
- Type up the minutes ASAP and give a copy to the President. Paste your minutes and supporting documents into the Secretary's Book right away. Made a mistake? That can be corrected with a red pen at the next meeting. **"Minutes approved with 5 corrections"** (for example).

You can do this job!

