

**Ninth District**



*everychild.one voice.*

**SECRETARY  
GUIDEBOOK  
2017/2018**

# Table of Contents - Secretary Handbook

Table of Contents - Secretary Handbook.....	2
What all PTA Executive Board Officers need to know .....	4
Duties of the Secretary.....	6
What does the secretary never do? .....	6
What are Bylaws? .....	7
Types of PTA Meetings .....	8
Officer Business Meeting Worksheet .....	9
Running a meeting: .....	10
How to Record Minutes .....	10
Common Motions/ Statements That You Will Hear and Record .....	12
What PTA Minutes Should Contain .....	13
Correcting the Minutes .....	13
Distribution of Minutes .....	14
What Goes into The Secretary Book? .....	14
Secretary Officer Supplies .....	15
What are the Legal Documents of your PTA?.....	15
Executive Board Meeting (SAMPLE) .....	17
Executive Board Meeting Minutes (SAMPLE).....	18
TREASURER'S REPORT (SAMPLE).....	19
Motion Form for .....	20
Motion Form for .....	<b>Error! Bookmark not defined.</b>
Association Meeting Sign-in Sheet.....	21
Tips for Recording the Minutes.....	22
Helpful Contacts for Officers .....	23

**If you need help at anytime or you have  
questions, contact the Ninth District PTA at  
[office@ninthdistrictpta.org](mailto:office@ninthdistrictpta.org)**

Dear PTA Secretary,

Here it is – your PTA Survival Kit!

I want to first thank the San Diego Unified Council of PTAs for their countless hours of work in the development of this guidebook. This is a most valuable resource .

Inside are the most important materials you'll need for your new position.

Keep this booklet handy throughout the year. Take it to meetings. Re-read it, as necessary. If you don't find the information you need here or in your bylaws, go to the *California State PTA Online Toolkit* – at [www.toolkit.capta.org](http://www.toolkit.capta.org). If you can't find it there or you're still unsure, contact the council, if in council or the PTA district. We're here to help.

You're now part of the oldest and largest child advocacy group in the United States – five million members strong!

Although we're a national organization, the key to PTA is the unit level – and that's **You!** You and your board are the heart of PTA because you directly impact the children, parents and teachers at your school.

PTA board members also learn how to run an organization – financial management, event planning, team-building and, yes, *Robert's Rules of Order*! These leadership and organizational skills will benefit you for years to come.

Take advantage of all the training and resources we offer here at Ninth District PTA to make your year go smoothly! We're located in the San Diego County Office of Education Annex A – come and visit us often. Office hours are posted on our website - [ninthdistrictpta.org](http://ninthdistrictpta.org).

I look forward to meeting each and every one of you. Have a fantastic year!

Derby Pattengill  
President  
Ninth District PTA

## What all PTA Executive Board Officers need to know

Welcome to the executive board. You have now joined the largest volunteer agency for the welfare of our children. Your job for the next year is to run a mini-business. You are all in this together – this is everyone's job.

Think of it as mini, in the sense that the overall income will usually be under \$50,000. Indeed, most PTAs run under \$25,000. Almost all of the requirements below apply to any non-profit; these rules not unique to the PTA.

Think of the PTA as a business, because that is exactly what it is. So, all the rules and regulations that are presented are the rules and regulations that all non-profits have to follow. We are here to keep PTA in "good standing," so that you can continue with the business of supporting students and families on a daily basis.

**Rosters** – the council PTA, if in council, the district PTA, the State and the National PTAs need to know who you are. **It is an IRS requirement.** None of the information is ever released to an outside agency. Your data is safe. Rosters are due May 1 each year. If the unit has not filled all the positions, *send in what you have*. If the unit has not had elections, then let us know so we can help.

**Elections** – Officer elections are held yearly in March or early April. Check the bylaws for the election meeting month. Most officers must stand for election each year. One person may serve in the same office for two (2) years in a row. You cannot serve for three years. This practice ensures that leadership development is part of your PTA mission.

**Membership** – To remain in "good standing" and maintain your non-profit status, a PTA needs to have a list of its members. Keep the membership lists for three years. Send a copy of your membership list to council for safe keeping. Send the council, if in council, PTA the **Annual Historian Report** at the end of the year - think volunteer hours. There is no upper limit to the number of members and membership is open to all parents, students, teachers, relatives, and community members.

**Minutes** – As a non-profit and a membership group, accurate minutes need to be kept on what activities a PTA has approved. Membership enrollment numbers are entered in the minutes of the executive board each month. **Keep the minutes in a bound book** and keep the PTA minutes **forever**. We recommend keeping the minutes in a bound PTA Secretary Book, which can be purchased at the council, if in council or the PTA district office.

**Financial Data** – To keep the business on track, the council, if in council, and district keeps a record of your financial data. Here is what is needed – **Adopted Budget** at the beginning of the year, **Mid-Year Audit** report, **Year-End Audit** report, **Year End Financial Report** - These items should also be entered in the secretary book as part of an executive board or association meeting minutes.

**Taxes** – **All non-profits must file tax returns** no matter how small their income. If any non-profit goes 3 years without filing taxes, it will be shut down – not by the PTA but by the IRS. Provide the council, if in council, and the district a copy of the returns. Copies

of tax returns should also be entered in the secretary book as part of an executive board or association meeting minutes. File taxes as soon as you can after your year-end audit. Returns are due to the appropriate government agency four months and fifteen days following the end of the fiscal year.

**RRF-1** - All California charitable organizations must file an annual report with the California Attorney General. This form is called RRF-1 or *Registration Renewal Fee Report*. This report is due the same date as tax returns. Failure to submit this report annually may result in the loss of tax exemption and the assessment of a minimum tax of \$800 plus fines.

**Audits** – Audits provide the accurate information needed to file your PTA tax returns. Audits make sure that the minutes and the accounting books match. All **audits reports** should also be entered in the secretary book as part of executive board or association meeting **minutes**. A PTA should be performing a mid-year audit and a year-end audit. The audit is performed by the elected auditor or can be performed by an appointed association member of the PTA, or by committee. If you do not have an auditor, the council may be able to help you perform your audit or the district can do the audit for you.

**Membership Dues** – All membership dues not belonging to the unit are **sent to the council, if in council, on a monthly basis**. Out of council units send membership dues directly to Ninth District PTA. Your PTA does not need to approve the writing of the checks to send in your dues. This money does not belong to your PTA, so it does not need authorization. Use the **Cash Verification Form** for processing membership and the **Unit Remittance Form** to send on the dues.

**Insurance** – California State PTA negotiates insurance to cover PTA approved activities. The insurance payment is sent to the council, if in council, and the payment will be forwarded. Because the PTA is large, this insurance comes to each unit at a very reasonable rate and is one of the perks of being a PTA. For some activities not covered by our basic insurance, your unit can add coverage by simply picking up the phone and talking to **Knight Insurance Services**.

**Workers Compensation Reports** are due at the end of the **calendar year** even if no one was hired or paid for service – including babysitters for meetings. This is part of keeping our insurance premiums as a very reasonable rate.

**Council Assessment, if in council** – This **yearly assessment** is voted on by the unit representatives to the council. What do you get? Council PTA support for your unit with training, and individual help when you need it.

Remember these rules are not here to keep you from doing business. These rules are here to help you to be a successful non-profit.

# Duties of the Secretary

## Responsibilities of the Secretary

- Attends all meetings
- Keep an accurate record of each meeting
- Have an up-to-date list of PTA members provide by membership chair
- Retain all master copies of minutes
- Have a current copy of the bylaws with all amendments recorded
- Keep rosters and lists up-to-date
- Handle correspondence as assigned by the president, when there is no corresponding secretary
- Notify members of meetings if the president requests this duty
- Retain all materials, contracts, motions, etc., until end of term
- Pass on all materials and records in a timely manner at end of term

## Bring To All Meetings

- Two years' worth of minutes for reference
- Copies of agendas
- Current bylaws and standing rules
- Current membership list
- Roster of elected officers and appointed chairmen
- Current reports
- Paper for ballots
- Correspondence received - may be duty of corresponding secretary
- Motion blanks
- Office supplies as needed - red pen

## What does the secretary never do?

### Answer: Sign checks

- The secretary confirms that checks were authorized at a meeting. The president and treasurer are two of the check signers.
- The secretary should never have handle money, *if that is possible*, even counting money.

# What are Bylaws?

**Bylaws are a document that tells you how the PTA runs the PTA business.**

The bylaws do not tell you what programs to bring to your school or what fundraisers to run. The members of the PTA decide that. The bylaws tell you how the business is done, when the meetings are held, how much the dues are for your PTA, what the officer positions and duties of officers are.

The bylaws are divided into sections, called **Articles**. Specific **Articles** will give you the needed information

**Association Meetings:** Most units have between 3 to 5 meetings a year, but some meet monthly and some only twice a year.

**Audits:** Audits are required twice a year and are presented at the next convenient association meeting.

**Elections:** The election month is determined by the association meetings and will typically be in March or April. **Most** officers must run for office each year.

**Executive Board Officers:** The elected and appointed officers of the executive board are defined in the bylaws.

**Fiscal Year:** Each PTA determined what the fiscal year will be. Most use July 1 – June 30. But a few units have fiscal years that coincide with the school year.

**Identification Numbers:** Units will have a California State and a National PTA identification numbers as well as Federal and State Tax ID numbers and a Charitable Trust number for government filings.

**Membership Dues:** Membership dues are specified in the bylaws.

**Nominating Committee:** The size of the nominating committee is determined by the bylaws and in the same section, the report date is called out. The nominating committee must be elected at an association meeting that falls at least two months before the annual election date.

**PTA Name:** The legal PTA name is the first item of the articles and is on the cover of your bylaws.

**Quorum:** Quorums for all meeting are defined in the bylaws. This is the minimum number of members needed to conduct business.

**Special Meetings:** Special meetings can be called by any member of the association using the rules of Article VII.

**Standing Committees:** Along with officers, some committees operate year round and are counted in the executive board quorum. These committees are listed in the standing rules – found on the last pages of the bylaws.

**Vice-Presidents:** The number and official duties of the vice presidents are listed in Article VI.

**Unbudgeted Spending between Association Meetings:** The executive board has the authority to spend money not budgeted between meetings up to an amount specified in the bylaws. This action must be ratified at the next association meeting (The association may vote against it, so be careful).

# Types of PTA Meetings

There are three types of PTA meetings. Each meeting has assigned functions and authority. Association and executive board meetings produce minutes which are entered into the secretary book, committee minutes are not entered into the secretary book but the final committee report is entered.

## **Association Meetings – our meetings are these days \_\_\_\_\_**

The association consists of all the members of your PTA. Associations meet as defined in the bylaws. The association is the voting body for all action taken, including adopting bylaws, adopting the programs and the budget for the year, electing the nominating committee, electing officers and state convention delegates and approving all programs, fundraisers, contracts and expenditures.

## **Executive Board Meetings – our meetings are on \_\_\_\_\_**

The executive board consists of the elected and appointed officers, the principal, the teacher representative and the standing committee chairs. The executive board meets monthly to transact the necessary business between association meetings. The executive board is responsible for receiving and studying recommendations to be presented to the association for approval. The bylaws and California State PTA Toolkit detail the executive board's responsibilities.

*Guests may be invited to attend executive board meetings as well as association meetings. The president grants a courtesy seat to the guests present. A guest may bring information to share with the group. However, guests do not participate in the discussion or voting and should leave after their information is presented.*

## **Minutes – presented every meeting**

Each PTA group should preserve their activities by recording minutes and the minutes must be approved by the group that attended the meetings. The minutes can be filed by date. Only the association can approve association meeting minutes. Only the executive board can approve executive board meeting minutes. Recording the meeting business is not legal without consent of all members in attendance. The executive board meetings cannot be combined with the association meeting.

## **Committee Meetings**

Committees are where the major work of the PTA is done. A committee may be a standing committee with regular ongoing responsibilities during the PTA year or a special committee organized for a short-term activity. An example of a standing committee is a communications committee that operates all year long. An example of a special committee is a dance committee that operates only for the time it takes to organize and run a dance. Committees make recommendations to the executive board concerning the assigned activity and report to the executive board at the monthly meeting while this committee is active.

## **Committee Reports**

Each committee produces a committee report which specifies what the committee has agreed to do, how much money is being spent or made; and how many volunteer hours occurred during the event and planning. The report is based on the minutes of the committee meetings and the outcome of the event.



# Officer Business Meeting Worksheet

*Complete this page at your first Executive Board Meeting*

The president must hold monthly meetings of the executive board. To hold a meeting, the president must send out an email or make calls to **all** officers and chairmen reminding them of the meeting 10 days in advance. The meetings should all be scheduled at the beginning of the school year. If you meet on the first Tuesday of the month, then you are fine unless there is a holiday or something else interferes.

The president must prepare an agenda for **executive board** and **association** meetings. The officers and chairmen must tell the president what they wish to be on the agenda.

**Quorum** is the number of members needed to conduct business at the executive board or the association meetings. The members who make up quorum for an executive board meeting are all elected and appointed board members, principal, teacher representative and all standing committee chairmen. The quorum for association meetings is made up of all members.

**Executive Board Quorum** is \_\_\_\_ elected/appointed officers. **Association Quorum** is \_\_\_\_ members.

Executive Board Monthly Meeting Schedule: List the days of all the meetings.

<i><b>Month</b></i>	<i><b>Day</b></i>	<i><b>Time</b></i>	<i><b>Month</b></i>	<i><b>Day</b></i>	<i><b>Time</b></i>
July			January		
August			February		
September			March		
October			April		
November			May		
December			June		

**Association Meeting Schedule** – Association meetings are created and listed for the year. Our association meeting schedule is:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ [am,pm]

**Elections take place each year**, even if some officers are running for election again. An officer may only serve 2 years in the same office.

**Nominating Committee Elections** take place at the \_\_\_\_\_ [month] Association meeting.

**Officer elections** take place on \_\_\_\_\_ [month & day].

**Our elected officers are:**

President	Secretary	Treasurer	Historian
Auditor			

**Our Standing Committee Chairmen** are (all year long committees):


# **Running a Meeting**

**All meeting dates are defined in the bylaws.**

## **Call the meeting - a technical term for announcing the meeting.**

Meetings must be called 10 days in advance.

Association meetings for elections and adoption of bylaws must be called 28 days in advance.

The president can call, text or email all executive board members to announce executive board meetings.

The president should use all media to announce association meetings: website, email, flyers home with the students, robo-call from the school on behalf of the PTA. Even if the meeting is announced in advance, send reminders closer to the day of the meeting.

## **Prepare an Agenda.**

Every meeting must have an agenda. Agendas are simply a list of things to discuss. All agendas have call to order, presentation of minutes, presentation of financial reports, membership report, officer/chairmen reports, adjournment.

Audits are usually on the agenda twice a year.

Elections are usually on the agenda twice a year (see Election Time Already?)

Budgets are on the agenda at the beginning of the year and whenever the budget is altered.

## **Start the meeting on time.**

If the president cannot attend, the vice president should conduct the meeting.

If the secretary cannot attend, the president appoints a secretary pro-tempore - a secretary for that meeting.

If the treasurer cannot attend, the treasurer report can be presented by another member.

Executive board members should be committed to showing up for 10-12 executive board meetings a year.

## **Make sure the secretary provides the minutes from the previous meeting.**

Executive board meeting minutes are approved at executive board meetings.

Association meeting minutes are approved at association meetings.

Minutes should be typed and circulated as soon as possible to check for accuracy.

## **Make sure the treasurer provides a financial report for the past month.**

Executive board financial reports may run from the beginning to the end of the month, from mid-month to mid-month or some other specified time depending on when your executive board meetings take place.

Association meeting financial reports run from the last meeting until the current meeting.

The treasurer report is always presented even if the treasurer cannot attend the meeting.

The following pages lay out what Agendas, Minutes and Financial Reports look like.

# How to Record Minutes

## Opening Section - Header

Record the type of meeting - association, executive board, special - legal name of the association – date, time and place

## Attendance, Absences and Courtesy Seats

In minutes of the executive board/committee, those who are attending, those who are absent, and those who have been given an excused absence are noted. Any courtesy seats granted by the president are noted, with the name of the guest, proper title, and the name or the organization represented, if any. The attendance sheet is attached to the master copy of the minutes for all meetings.

## Call to Order

Note the hour of the meeting and the name of the presiding officer. In the absence of the president, secretary, or parliamentarian, the names of the substitute - pro tem - should be recorded.

## Minutes of Previous Meeting

A statement is required concerning the disposition of the minutes of the previous meeting, e.g. "***The minutes of the last meeting were approved as read/distributed/printed.***" OR "***The minutes were approved as corrected.***" If corrected, provide a list of the corrections.

## Statement of Account

A statement concerning the treasurer's report is required.

Balance on hand as of date (mm/dd/yy)	\$ xxxx.xx
Receipts totaling	\$   yyy.yy
Disbursements totaling	\$ <b>zzz.zz</b>
Balance on hand as of date (mm/dd/yr)	\$ xxxx.yy

## Treasurer's Report

Note the ratification of the checks that have been written since the last meeting and the motions to pay bills. Treasurer's report can be mentioned as attached and the report can be put into the secretary book.

## Communications

If there is any correspondence, a statement is required regarding from whom it was received, a brief explanation of content, and what action was taken, if any.

## Executive Board Report - Phoebe Hearst, Secretary

The secretary reports that the executive board/committee met on (date) and has three recommendations for consideration. Recommendations from the executive board of a committee do not require seconds because they are coming from a group. Report whatever else is necessary for the information of the association. Report any items that need to be ratified.

**Example:**

**Motion:** Phoebe Hearst, secretary, moved on recommendation of the executive board that...**Adopted**.

**Reports****Example:****Reflections - Betty Jones**

Betty Jones reported that there were 257 entries this year in the Reflections program, 131 in Visual Arts, 73 in Photography, 43 in Literature, 4 in Musical Composition, 4 in Dance Choreography, and 3 in Film/Video Production. The judging will take place during the week of October 23, with the due date of November 1. The Reflections Reception will take place on October 30 in the school library from 7:00 p.m. to 8:30 p.m.

**Motion:** Betty Jones moved that \$500 in the Reflections budget be released to pay for hospitality, certificates, and awards for the Reflections students.  
Selena Butler moved to amend by striking \$500 and inserting \$600. Adopted

**For all motions** – The name of the maker of the motion is recorded. The name of the person seconding the motion does not need to be recorded. Motions are **Adopted** or **Rejected**

**Membership** - Jennifer Rich

Jennifer Rich, membership chairman, reported that membership to date is 934, an increase of 21% over last year at this time.

**Program**

Include the program topic, type of presentation, and name(s) of participants(s). If there is an outside presenter, include his/her name, title, and the organization he/she represents.

**Announcements**

Record any announcements.

**Adjournment**

The meeting was adjourned at (time).

**Secretary's Signature**

Sign the minutes, minutes do not need to be approved to be signed:

\_\_\_\_\_[Secretary's signature]

\_\_\_\_\_[meeting date approved]

*Phoebe Hearst*, Secretary

\_\_\_\_\_  
Date approved

**If a Secretary was appointed for the meeting, signature line becomes:**

\_\_\_\_\_[Signature of Secretary Pro-tem]

*[name of secretary pro-tem]*, Secretary Pro-Tem

\_\_\_\_\_[meeting date approved]

\_\_\_\_\_  
Date approved

# Common Motions/Statements That You Will Hear and Record

## Each Meeting

**By the Treasurer:** I move to ratify checks #xxxx through #xxxy totaling \$ZZZZ.ZZ from the general account.

**By the Membership VP or Chair or Treasurer:** The number of PTA members is xyz.

## Twice a year:

**By the Auditor:** I move to adopt the [Mid-Year, Year-End] audit for the YourUnitName PTA.

## Once a year:

**By the Treasurer:** I move to adopt the budget for [list fiscal year].

**By a member of the Calendar Committee:** I move to ratify the YourUnitName PTA Calendar for [list fiscal year].

**By Chairman of Fundraising:** I move that YourUnitName PTA have the following fundraisers and authorize the president and one other elected officer to sign the contracts: list of fundraisers.

**By the president at elections of nominating committee and officers:** Nominations are open. Nominations are closed.

**Anyone:** I nominate Member's name to be [on the Nominating Committee, for President, etc].

## At any time:

**Adding a new event:** I move to have a movie night, as a program, on Date and charge admission of 50¢ for each person with expenses not to exceed xx dollars.

**Letting the board spend budgeted money:** I move to release funds for the Summer Leadership Convention up to the budgeted amount of \$xxx.xx

**By the President:** I appoint Person to be Chairman of Some Committee.

**By another officer:** I move to ratify the action of the President in appointing Person to be Chairman of Some Committee.

**By the Treasurer:** I move to amend the budget by [list transfer of funds from one line item to another]

The minutes should reflect the motion maker's name and be worded in the past tense: "Mary Brown, treasurer, moved to amend the budget by \$XXX from line item XX to line item XX."

# **What PTA Minutes Should Contain**

## **(synopsis)**

- Name of the PTA/PTSA as listed on the bylaws
- Type of meeting - association, executive board, special, etc.
- Date, time and location of meeting
- Presiding officer
- Attendance list
- Disposition of previous minutes - approved as presented or corrected
- Financial reports attached or in body of minutes including starting balance, monthly income and expense detail, and ending balance on hand.
- Bills approved for payment and checks ratified
- Officers/chairmen reports
- Motions as moved and voted on with maker's name
- Disposition of motions - adopted or defeated, tabled, postponed
- Election results and votes cast
- Program notes
- Time of adjournment
- Signature and title of secretary
- Approval date

## **Correcting the Minutes**

- All corrections should be made on the master copy
- Corrections are made after presentation
- Corrections are made in red ink
- Circle errors and make corrections in the margins
- Corrections must be dated and initialed
- Corrections are only made by the group that generated the minutes being corrected
- Corrections may be made at any meeting when errors are discovered
- Corrections to past minutes will be noted in current minutes

**Your principal may provide the PTA with a safe and easy to access place to store past Secretary Books and Financial Records.**

# Distribution of Minutes

It's always best to complete the minutes soon after a meeting. Send a copy to the president to review before distributing minutes to the group that generated them.

The executive board minutes go to the president for distribution to the executive board. They should be distributed as soon as possible to board members to allow time for thoughtful correction and any assignments, plans or actions made at the executive board meeting to be completed in a timely manner by elected and appointed officers. This also allows for those not present to catch up on meeting action etc. in preparation for the next meeting.

Association minutes are also sent to the president and usually not distributed until 10 days prior to the next association meeting to association members with the meeting agenda.

Meeting minutes should be available when asked for by executive board members. The president should not hold the minutes for any reason. However, it's important to keep in mind that PTA minutes are produced only for members and are not for public distribution.

For this reason, they are not posted on any website, on social media or in a newsletter in their entirety.

## What Goes into The Secretary Book?

### The minutes!

Along with the minutes each month you will have different supporting documents. These are your supporting documents.

- The check detail – list of checks approved/ratified at each executive board meeting.
- Membership numbers - each month.
- The budget in the month it is adopted.
- The PTA calendar in the month it is adopted.
- A copy of the tax returns in the month that they are presented as filed by the treasurer or president.
- The **audits** in the months they are presented - mid-year audit and year-end audit by the elected or appointed auditor.
- **Annual Report** by the historian of volunteer hours accrued by the unit.
- The **Annual Financial Report** - usually presented at the beginning of the following year.

- Attendance list for association meetings (sign in sheets).
- Any important or signed contracts.
- ***Fiduciary Agreements*** that gifted money to the school site for a specific purpose.

Keeping the minutes in the Blue Official Secretary Book makes all permanent records easy to locate and worth the cost.

## Secretary Officer Supplies

The key to a successful year is organization. If the previous secretary did not leave you tools, then you will need to purchase and be reimbursed for:

- A binder
- Black pen, red pen
- Section separators by the month - 2 sets
- Plastic sheet covers to store completed motion sheets for each meeting.
- Section separators general
- A Blue Secretary Book – may be available at council PTA or Ninth District PTA for purchase.
- Optional – a pad or composition book for taking meeting notes
- Optional – hole punch (for papers without).

### **In the binder you should have:**

- A “wet ink” signed copy of the bylaws
- A copy of the budget for the year
- A roster of officers
- A list of members provided by the membership VP or chairman updated each month
- All agendas and handouts from each meeting - using the monthly section separators.

## What are the Legal Documents of your PTA?

### **Charter**

- Issued by the California State PTA when first organized
- Must be kept where it can be easily found

### **Minutes**

- Your permanent record of all business and financial reports at PTA meetings
- Master copy of minutes kept by secretary
- Kept forever

### **Bylaws**

- Reviewed each year and updated every three years

### **Membership Records**



- Also sent to council PTA, if in council.

**Financial Records**

- Kept for a minimum of seven (7) years

**Historical Records**

- Names of past presidents,
- Honorary Service Award (HSA) recipients
- Charter membership list

**TOP NOTCH PTSA**  
**Executive Board Meeting (SAMPLE)**  
May 4, 2017  
**AGENDA 5:30-7:00 p.m.**

- I. Call to Order (5:30 p.m.)
- II. Presentation of Minutes from April 1, 2017, meeting (5:31 p.m.) (*see attachment*)
- III. Financial Report (5:32 p.m.)
  - Balance sheet report (*see attachment*)
  - Profit & loss statement (*see attachment*)
  - Checks to be ratified by the membership (*see attachment*)
- IV. President's Report (5:35 p.m.)
  - Council of PTAs – Monday, May 24, 6-8 p.m. – Who is going? (12 people)
  - Reminder re: Association body meeting on Tuesday, May 18, 2013, 6 p.m.
  - Ninth District PTA Leadership Training – June 5, 8 a.m. to 3:30 p.m. – Who is going?
  - Report on CAPTA Convention
- V. Reports of Committees (3 minutes each)
  - A. Awards & grants
    - National Silver Anvil Award, Public Relations Society of
    - Ninth District PTA newsletter and website awards entries
    - Emerging leader grant application
  - B. Book Fair
  - C. Budget
  - D. Bylaws
  - E. Communications
  - F. Hospitality
  - G. Membership
  - H. Programs
  - I. Ways & Means
- VI. Unfinished Business (6:45 p.m.)
- VII. New Business (6:45 p.m.)
- VIII. Announcements (6:45 p.m.)
  - A. Next meeting date will be June 1, 2018, 5:30 p.m., at the school
  - B. July exec on 6<sup>th</sup> and Association meeting on 20<sup>th</sup> – If changing, need approval at May 18 meeting
- IX. Adjournment (6:46 p.m.)

**TOP NOTCH PTSA**  
**Executive Board Meeting Minutes (SAMPLE)**  
**May 4, 2017**

**In attendance:** Jane Doe, Vicky Tall, Tia Tooly, Elaine Elk, Kerry Kennedy, Sara Sears, Luis Allteacher, Sarah McSue, Dian Edwards, Florence Henderson. Barbara Bunch, Julie Joe, **Excused:** Cindy Estle, Marion Ross, Teresa Principal

**I.** The meeting was called to order by President Jane Doe at 5:37pm at TOP NOTCH Elementary, 4961 Main Street, San Diego 92xxx in Room 9.

**II.** The minutes were approved as presented.

**III.** Financial Report (5:32 p.m.) – Tia Tooly

A. Balance sheet report

General Fund

Balance on hand (April 1, 2013) \$

Income \$

Expenses \$

Balance on hand (April 30, 2013) \$

Book Fund

Balance on hand (April 1, 2013) \$

Income \$ ---0-

Expenses \$

Balance on hand (April 30, 2013) \$ 2,000.00

Tia Tooly moved that checks #2956 through #3000 and #3153 through #3157 totaling \$6,000.00 from the general account and checks #1140 through #1143 totaling \$4,000.00 from the book account be ratified.

**Adopted.**

**IV.** President's Report – Jane Doe

A. National Legislation Conference & Awards Ceremony in Washington, D.C., March 10-11. Kerry Kennedy reported that the letters that she took made a difference.

B. The following board members were identified as going to the School District Council of PTAs dinner meeting on Monday, May 24, 6-8 p.m.: Jane, Kerry, Vicky, Elaine, Luis, Tia, Barbara, Sarah, Sonya, Dian, Florence and Teresa.

C. Kerry Kennedy & Vicky Tall reported on California State PTA Convention.

**V.** Reports of Committees

Barbara Bunch moved that Suzanne Hershy be a candidate for a Continuing Service Award, that Eric Yasuka be a candidate for the Very Special Person Award and that they be honored at the July Association Meeting. **Adopted.**

Vicky Tall moved to extend the Spring Book Fair hours until 4pm on Friday June 25.

**Adopted.**

**TOP NOTCH PTSA  
Executive Board Meeting Minutes  
(SAMPLE)  
May 4, 2017**

**Reports of Committees (cont.)**

Jane Doe reported that budget meetings will begin in June.

Barbara Bunch reported that the bylaws were updated - not the standing rules. She reminded everyone that volunteer hours are due and need to be sent to the council.

Julie Joe reported that the May newsletter went out early this month.

Florence Henderson reported that Teacher Appreciation Week was going well, but Muffins with Mom had been forgotten.

Elaine Elk moved to recommend to the association an event called Pastries with Parents for Grades K-2 on Tuesday, June 22, 2017 and for Grades 3-8 on Wednesday June 23, 2017.

**Adopted.**

Elaine Elk moved to release funds for Pastries for Parents up to \$600.00. **Adopted.**

Sara Sears reported that she is actively recruiting a membership chairman to replace her.

**Final membership was 219.** She was now signing up members for next year 2013-14.

Elaine Elk reported that the Terracycle committee is set up with Susan Williams chairing. See's Candies Update: \$3057.25 earned – recommends to repeat this fundraiser. No update of Casa Machado. Looking for a chairman for next year's Way and Means Committee.

**VI. New Business –**

Kerry Kennedy moved to recommend to the association to move the July meeting from July 20 to July 13. **Adopted.**

Jane Doe had a picture taken of the board for the yearbook.

**VII. Announcements**

- A. Next meeting date will be June 1, 2017, 5:30 p.m., at the school
- B. July executive board meeting on 6th and association meeting on 20th – If changing, need approval at May 18 meeting

**VIII. Adjournment at 6:30pm**

The meeting adjourned at 6:30pm

Kerry Kennedy  
Secretary

# TREASURER'S REPORT (SAMPLE)

PTA

November 14, 2017 – December 14, 2017

## CHECKING ACCOUNT

**BALANCE ON HAND 11/14/2015**

**\$ 4,250.00**

### INCOME

11/15	DEP: Carnival	\$ 1,450.00	
11/17	DEP: Membership dues, unit portion (150 @ \$5)	750.00	
11/22	DEP: Book fair	349.50	
12/05	DEP: Gift wrap	5,000.00	
	<b>TOTAL funds belonging to the unit</b>	<b>7,533.00</b>	<b>7,533.00</b>

### FUNDS NOT BELONGING TO THE UNIT INCOME

11/17	DEP: Membership, 150 @ \$5.75	\$862.50	
12/10	DEP: Founders Day freewill offering	\$213.00	
	<b>TOTAL funds not belonging to the unit</b>	<b>\$1075.50</b>	<b>\$1075.50</b>
	<b>TOTAL INCOME</b>		<b>\$12,858.50</b>

### EXPENSES

Ck # 3150	Cajon Council, insurance premium	\$ 195.00	
Ck # 3151	Mary Smith, Carnival expenses	55.00	
12/10	Bank fee, NSF Ck # 1113	10.00	
Ck # 3153	Patty Harper, hospitality	7.49	
Ck # 3154	Book Fair Company	120.00	
Ck # 3155	VOID	0.00	
Ck # 3156	Cajon Council, convention/2 delegates	260.00	
Ck # 3157	Susan Bird, office supplies	15.29	
Ck # 3159	Beverly Anderson, postage	3.70	
12/13	Transfer to savings	5,000.00	
	<b>TOTAL funds belonging to the unit</b>	<b>5,666.48</b>	<b>5,666.48</b>

### FUNDS NOT BELONGING TO THE UNIT EXPENSES:

#3152	Cajon Council, 150 members @ \$4.00	\$862.50	
#3160	Cajon Council, Founders Day Freewill Offering	213.00	
	<b>TOTAL funds not belonging to the unit</b>	<b>\$1075.50</b>	<b>\$1075.50</b>
	<b>TOTAL EXPENSES</b>		<b>\$ 6,741.98</b>

**BALANCE ON HAND 12/14/2015**

**\$ 6,116.52**

## SAVINGS ACCOUNT

**BALANCE ON HAND 11/14/2015**

**\$ 8,649.55**

12/10	DEP: Interest	4.32	
12/13	DEP: Transfer from checking	5,000.00	
	Withdrawals		0.00

**BALANCE ON HAND 12/14/2015**

**\$ 13,653.87**

Signature \_\_

—

Date \_

# Motion Form for \_\_\_\_\_ PTA/PTSA

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Motion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote: \_\_\_\_\_ adopted \_\_\_\_\_ failed \_\_\_\_\_ postponed

- - - - -

# Motion Form for \_\_\_\_\_ PTA/PTSA

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Motion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vote: \_\_\_\_\_ adopted \_\_\_\_\_ failed \_\_\_\_\_ postponed

PTA/PTSA  
Association Meeting Sign-in Sheet  
Date \_\_\_\_\_

[illegible]

# Tips for Recording the Minutes

- **Use a bound book for permanent storage.** Don't use a loose-leaf binder as pages can be lost.
- Write minutes directly into the bound book or paste typewritten or computer-generated minutes into the book.
- Number pages in consecutive order.
- Keep minutes from all meetings of the Executive Board, executive committee, and Association in the same minute book.
- Record minutes that are brief, yet contain all-important information needed to check past proceedings.
- Record what is done, not what is said.
- Do not reflect the secretary's personal opinion about anything that is said or done.
- Record the business in the order it happened.
- Record minutes in paragraph form or by department/subject headings.
- Write minutes immediately following the meeting.
- Leave a wide margin in the book to allow space for corrections.
- Send an advance copy of the minutes to the president as soon as they are completed.
- Use motion forms to ensure accurate wording of all motions. Motion forms may be numbered to keep track of actions. While taking notes, simply write motion
  - # 5, carried or failed. Amendments can be lettered, e.g. # 5a. Refer to the motion form for specific wording when completing the minutes.
- Record all motions except those withdrawn, all points of order, and appeals.
- Record the name of the member who introduced the motion and the results of the vote (carried or lost).
- Do not record the name of a person who offered the second.
- Record a ballot vote as follows: number of eligible votes, number of affirmative votes (ayes), and number of negative votes (nos). For an election, include the name of the nominees and the number of votes each nominee received. A motion to destroy the ballots is in order.



# Helpful Contacts for Officers

## Complete council info

President's Name

Address:

Phone:

Email:

Website:

## Council of PTAs

If in council, contact council first.  
Those volunteer leaders are ready to assist you and your association.

## Ninth District PTA

San Diego County Office of Education 6401 Linda Vista Rd., Annex A

San Diego, CA 92111 Hours: 8:30-4:30 most days

Phone: (858) 268-8077 or (858) 268-8078

Email: [office@ninthdistrictpta.org](mailto:office@ninthdistrictpta.org)

Website: [www.ninthdistrictpta.org](http://www.ninthdistrictpta.org)

Ninth District PTA leaders and the PTA office are ready to assist out of council PTA leaders.

Supplies are on hand for sale. Check first for availability.

## California State PTA

2327 L Street

Sacramento, CA 95816-5014

Phone: (916) 440-1985

Fax: (916) 440-1986

Email: [info@capta.org](mailto:info@capta.org)

Website: [www.capta.org](http://www.capta.org)

Presidents, send an email to [LOD@capta.org](mailto:LOD@capta.org) if you need to prove the association is a non-profit organization.

## National PTA

Toll-Free: (800) 307-4PTA (4782)

Phone: (703) 518-1200

Email: [info@pta.org](mailto:info@pta.org)

Website: [www.pta.org](http://www.pta.org)

## Knight Insurance Services 535 N. Brand Blvd., 10th floor Glendale, CA 91203

Toll free: 800-733-3036

Email: [ptaca@knightins.com](mailto:ptaca@knightins.com)

Website: <http://knightins.net/>

(User name: ptausersCA)

(Password: member17)

Is your event insured?  
Is your vendor insured?

Call or email Knight Insurance Services.  
Dedicated support for all your questions.