



Secretary

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What are Minutes?

- A legal document recording what was done at a meeting, **not what was said.**
- Minutes should never reflect the opinion of the secretary/recorder—favorable or otherwise—on anything said or done.
- The secretary/recorder should not be expected to summarize the discussion of others.

What Belongs in a Set of Minutes?

1. Kind of meeting – regular/general membership, board/executive committee, special (called), annual.

2. Name of group or association

3. Time of Meeting - Date, time and place of meeting.

4. Persons in attendance – If it is a Regular or/General Membership meeting, list the name of presiding officer and those reporting and anyone that is introduced under special guests. If it is an Executive Board or Executive Committee meeting then you would list names of officers, chairmen and all other members in attendance. Always state whether a quorum was present.

5. Statement concerning the minutes of the previous meeting - Whether minutes of the previous meeting were approved as read, printed, mailed, or as corrected and the corrections. Whether the reading of the minutes was dispensed with or postponed, and why. *If Minutes have been dispensed with or postponed; it should be stated that they will be read at the next meeting.* Corrections and approval of minutes are usually handled by general (unanimous) consent, or a committee may approve them. *It is not unusual for an appointed committee to review the minutes of the Annual meeting because of the long time between the Annual meeting and the first Regular/General Membership meeting of the next school year.* Minutes from a Regular /General Membership meeting should be approved at a Regular /General Membership meeting. Minutes from an Executive Board meeting should be approved at an Executive Board meeting. NOTE; Minutes of a Special or/Called meeting are approved at the next Regular/General Membership meeting. *A special meeting does not approve minutes.*

6. Treasurer's report. The entire report should be attached to the minutes, with the balance figures included in the minutes.

7. List of Communications -. List all correspondence that is read or mentioned at the meeting. Any correspondence can be attached to the minutes.

8. Reports – Include and reports from the officers, the executive committee, standing and special committees. Attach a copy of their printed reports.

9. Unfinished and New Business – List all items that are brought before the board or membership and any resulting action. Use a separate paragraph for each subject matter. Minutes should contain a record of what was done (action taken), not what was said. Opinion is never reflected in the minutes. If there is much discussion, you may report “there was discussion” or “discussion followed”.

10. Motions - The exact wording of all motions made, who made the motion and if it was seconded. Record the name of the member who made the motion but not the person who seconds the motion. The results of any vote – whether approved or defeated, and include all points of order and appeals, whether sustained or not, together with the reasons given by the chair for his/her ruling. Motions that have been withdrawn do not appear in the minutes. When a count is taken or a vote is by ballot, the number of votes on each side is recorded.

11. Program – List the topic, type of presentation, names of participants, important points covered. Brief notes.

12. Time of adjournment.

13. Secretary’s signature and title - Should be signed by the secretary. *Including the words, “Respectfully submitted”, is an outdated practice.*

14. Notation of date minutes approved - When minutes are approved, the word, “approved”, with the secretary’s initials and date should be written below them.

**** Motion Slips * ***

- Motion slips are handy to have at your meetings. Always try to have a few on hand at every meeting that you are taking minutes at. Put them on the table at your Executive Board meetings and ask that all motions are written out. You will be sure to have the exact wording of the motions that are made.
- Check with the officers or chairmen that will be giving reports at the General Membership meetings to see if they know if they are going to make a motion. Ask them to write it on a motion slip and after they make the motion to give it to you to attach to the minutes. Have a few extras in case any one makes a motion from the floor.

Sample Motion Slip:

Motion Slip

Date: _____

I Move _____

Signature: _____ **(Person who made motion)**

Secretary...Recording Secretary... Corresponding Secretary... Which one are you?

Sometimes PTA Units and PTA Councils can have different types of secretary's. They can have a Secretary, who does everything, or they can divide the duties and have two separate Secretary's, -

- a. A Recording Secretary who records the minutes of the meetings.
- b. A Corresponding Secretary who deals with the correspondence of the organization.

The majority of PTA units that we usually see have just the one Secretary who does it all. But a few also have both, allowing for more people to serve as officers on the board and dividing the workload between the two.

If you have both types, you need to make sure that it is stated in your units Standing Rules. (*Kansas PTA's have Uniform Unit Bylaws that only lists one Secretary who covers all of the duties.*) If you are going to have a Recording Secretary and a Corresponding Secretary, you will need to have the Corresponding Secretary listed along with their duties in your Standing Rules.

Duties of a Recording Secretary...

See your Uniform Unit Bylaws. Additional duties to be included in your Standing Rules may include;

1. Provide printed copy/copies at all Executive Committee meetings.
2. Provide the President with a copy of the last General Membership meetings minutes 1 to 2 weeks prior to a next General Membership meeting, so they can be printed on the back of the agenda.

Duties of a Corresponding Secretary...

As the Corresponding Secretary you are the official letter writer of the PTA. You will conduct such correspondence as the president shall direct; and keep a file of this correspondence and all pertinent papers.

Your suggested duties are as follows:

1. Read your bylaws. Pay special attention to the article "Duties of Officers."
2. Conduct the correspondence of the PTA as requested.
3. All correspondence shall be approved by the president before being sent out.
4. Keep a file of all correspondence.
5. Notify executive committee members of meetings.
6. Carry copies of recent correspondences to meetings.

Important! The corresponding secretary shall also perform any other duties as prescribed in the local unit bylaws or Policies and Procedures or Standing Rules.

Helpful Hints about Minutes

- Know the duties of the office.
- Know terminology of the organization and parliamentary procedure.
- Know word usage, rules of punctuation, spelling, and capitalization.
- Be concise, brief, but clear
- The action taken by the association, not what is said by the members, should be recorded.
- Write minutes while they are fresh in your mind.
- Get the facts straight; ask that motions or recommendations be written if lengthy or involved.
- Enunciate clearly and use good diction if you are going to read the minutes at your meeting
- Indicate that the minutes are “approved as read” or “approved as corrected” and date that action.
- Minutes are the official records of your association, after they have been approved.

Types of Meetings

Regular Meeting: Periodic business meeting, usually known as a General Membership meeting.

Executive Board Meeting: Usually a monthly meeting attended by the Officers, Chairmen, Principal and Teacher Rep. to conduct on-going work of the association.

Special Meeting: Separate session called for a specific purpose.

Adjourned Meeting: Continuation of a session of the immediately preceding regular or special meeting.

Annual Meeting: Bylaws provide for one of the regular meetings to be called the annual meeting; it is usually at the end of the year when annual reports are presented in addition to any ordinary business.

Be Orderly and Neat

Keep minutes in order:

- Keep your minutes in a binder. You may separate them by month and include any correspondence, officer/chairmen reports or motion slips attached to them.
- Pages should be numbered.
- Write legibly with ink or use a typewriter or computer.
- Keep book that is permanent in a safe place.
- Minutes are kept on hand for seven years before archiving.

Be Courteous, Thoughtful and Cooperative

- Maintain a procedure book/file, this will be helpful to your successor.
- If the minutes are going to be printed on the back of the agenda/program, make sure you give the president a copy of the minutes 2 weeks in advance of the next meeting, so she/he can have time to put them on the back of the program/agenda.
- Be sure to have printed copies of the Executive Board mtg. minutes for all your board members.

SAMPLE
EXECUTIVE BOARD MEETING
OAK WOOD SCHOOL PTA
APRIL 11, 2011

The meeting was called to order at 7:00 p.m. by Cheryl Smith, President, at the West Branch Library.

MEMBERS PRESENT:

Cheryl Williams, Cindy Smith, Gail Verner, Betty Stone, Sandra McDonald, Rhonda Lee, Martha Mitchell, Joyce Rose, Mrs. Murray & Patty Jones. Judi Harris excused. 10 attending - quorum present.

The Treasurer's Report was approved as printed, showing the following balances as of April 8, 1991:

Checking Account.- \$5,846.14

Savings Account - \$2,094.38

The Treasurers report will be filed for audit.

The Minutes of the previous March 12, meeting, were approved as printed.

COMMITTEE REPORTS:

Teacher Appreciation - Rhonda reported that 18 teachers received tubes of hand cream with Spring designs on them for the April gift. Each tube was .57cents, for a total amount of \$10.60. A written report and receipts were submitted to file with the Treasurers report and Secretaries minutes.

Teachers Breakfast - Rhonda is checking with Perkins restaurant to see if the cost is within our budgeted amount. She is also checking on the cost of having it catered. If both are too expensive the board will prepare the breakfast.

Status of School Gift - Cindy reported that she and Betty have been shopping for the classroom games and they should be ready to deliver them next week.

Parent-Teacher Appreciation Night - Gail reported she has everything planned for the food end of the program. She is making up a schedule for people to help serve & clean up. Sandra, Cindy and Rhonda volunteered to bring chili.

Sandra is planning a booth for safety items, including 911 stickers, coloring books, pencils, pamphlets on water safety, lunch safety, drug awareness, etc. There will also be an area set up for finger-printing.

Mrs. Murray reported the teachers have planned ten displays for the different programs they have been working with.

Cindy volunteered her husband to work with the door prizes, which will be given out every fifteen minutes using some of the Hallmark gifts from the cage.

Fifth-Grade Party - Martha stated final plans for the trolley ride are still pending. It has been suggested maybe just going to Loose Park for a picnic & ice cream. Since we will have enough money in this line item, it was agreed that PTA purchase sack lunches for the teachers and helpers that are going with the classes. They will return back to the school at 1:30 for a sock hop.

Field Day - Joyce will purchase the pop and ice to have ready for Field Day. She needs two helpers.

Outstanding Balance on Fundraiser - Joyce reported that an outstanding balance of \$137.50 is still due. She will send out another collection letter and follow up with phone calls.

Financial Report on Fundraiser - Joyce presented a written report on the current status of the fundraiser. Copy attached.

UNFINISHED BUSINESS:

Status of purchasing a camcorder - Mrs. Murray reported that the Price Chopper tapes are not adding up fast enough to be turned in for a camcorder for this year. Mrs. Murray made the following motion, "That we purchase the camcorder instead of using the Price Chopper tapes". There was a second to the motion, discussion followed and the motion carried. Mrs. Murray will check to see if the tapes can be carried over into next year for credit. If not, she will check into what we can use them on and bring this information to the next meeting for discussion.

NEW BUSINESS:

Fundraiser 1991-92 - Joyce has been meeting with different fundraising companies and will have information on them at the next meeting in May. She suggested that if we vote on a fundraiser before July, we will have a better chance of getting the kick-off date that we want. The president will schedule a special meeting the first week of June to meet with the final three exhibitor choices and we will select a fundraiser.

ANNOUNCEMENTS:

The last General Membership/Annual meeting will be April 27, at 7:00pm in the gym. Officers will be installed.

The next executive board meeting will be on May 12, 7:00pm at the West Branch Library.

Field Day is May 21.

5th grade day is May 20. Busses leave at 9:15 a.m.

Last day of school is May 24.

The retirement party for Mr. Turner and Mrs. Keith will be on June 1st, in the cafeteria, at 11:00a.m.

The meeting adjourned at 8:50 p.m.

Patty Jones

PTA Secretary

Approved as _____. Date _____.

SAMPLE Regular/General Membership meeting minutes

GENERAL MEMBERSHIP MEETING MINUTES

LEA EATON ELEMENTARY PTA
December 8, 2014

The meeting was called to order at 7:02 p.m. by Cheryl Smith, President.

The Flag Salute was led by the Boy Scouts, Pack #3311.

The Inspiration was given by 5th grader Adam Trent, "What Kind Of Memories".

Registration reports 116 signed in, 54 PTA members are present, a Quorum is established.

The Minutes of the September 20th, General Membership meeting were approved as printed.

The Treasurer's report was submitted by Terrie Gebaur, with balances as of 12/08/98... Savings - \$2,200.00 and Checking - \$5,170.89. Report to be filed for audit. Copies of the Treasurers Report were printed on the back of the agenda.

Committee Reports:

Citizenship – Cindy Johnson reported that our fifth grade had 39 entries in this program. Participation awards will be given out at the Awards Assembly in May. She introduced the top three winning entries; 1st Place-Kristin Smith, Mrs. Young's class, 2nd Place-Nick Vega, Mrs. James class and 3rd Place- Tommy Steele, Mrs. Young's class. These entries have been forwarded to the Council level for judging. Good Luck!

Fundraiser – Betty Stone reported that we still have yellow trash bags for sale at \$6.50 per roll, and T-shirts for sale in the cafeteria, after the meeting is over.

Book Fair – Dona O'Dell reported that our book fair was very successful and that we can take either \$407.67 in cash profit or \$857.32 in book profit. She moved on behalf of the Book Fair Committee "that we take our profit in books, and purchase sets of books for the classrooms and paperbacks for the library". There was a second, and the motion carried.

Membership – Sandra McDonald reported that Mrs. James 5th grade class was leading with 37 memberships and Mr. Tener's 3rd grade class was second with 31 memberships. Mrs. Stout's class is third with 26 memberships. The class with the most memberships on January 6th will win the pizza party, and 2nd place will win an ice cream party.

New Business:

Election of the Nominating Committee – A nominating committee was elected. Sharon Reyes, Sandra McDonald and Cindy Smith were nominated from the Executive Board, and Larry Tener and Molly Bridge were nominated from the floor.

Program: DaWanda Ervin introduced Mrs. Ramos, Music teacher and Mr. Grey, Instrumental Strings teacher. The Winter Holiday program started at 7:22 p.m. and was

comprised of songs from our third and fourth grade students and selections from the fourth and fifth grade strings students.

Announcements were given.

The meeting was adjourned at 7:55 p.m.

Refreshments were served in the cafeteria.

Patty Jones
Secretary, Lea Eaton PTA



Tips for Taking Notes

- Minutes are legal documents and the official and historical record of the actions of the organization. They are permanent records and should be kept in an official binder.
- Minutes should be brief and factual.
- Just take notes on actions – minutes should state what is done, not what is said.
- They should never include the secretary's opinion or judgment. They should not include details or flowery language.
- Accuracy is important, so if you are in doubt at all about a name, spelling, or the exact wording of a motion, stop the discussion and ask for clarification or read back what you wrote down to ensure that it is correct.
- Use a separate paragraph for each subject matter
- Work off of the agenda. Before the meeting, create a template for the minutes from the agenda so you don't have to take the time to type/write agenda items during the meeting.
- Have the agenda for the meeting and all background information pertaining to the meeting so you can refer back to this information during the meeting. The whole process can flow much more smoothly if the recording secretary has some knowledge of the subjects to be discussed.
- Sit as close as possible to the presiding officer. This makes it easier for the presiding officer to clarify any points that might have been made.
- Have a complete list of all attendees of the meeting. If this is not possible, have a sign in sheet or pass around a piece of paper for everyone to print his or her name.
- Do not deviate from the agenda. It is best to stick to the agenda as much as possible in order to keep all information on record.
- Number the pages as you go so you aren't confused later. Remember, though, that the minute-taker is responsible for providing good flow. Don't force yourself to write the minutes in the actual chronological order of the discussion - it may not work.
- Record motions properly. **A motion is a formal suggestion made by an attendee at the meeting that has been seconded by another attendee, and then passed by a vote.** If

the motion is not presented in writing, the recording secretary may need to restate a motion after a lengthy discussion. It is therefore very important to record these motions exactly as they have been stated. Record the person who made the original motion, the exact wording of the final motion, and whether the motion was approved or defeated. There is no need to record discussion, amendments, or the people who seconded the motion or suggested amendments. An example of how to document a motion is as follows: *John Olson moved "that all meetings be held in Room 141." The motion was adopted (or defeated). Or A motion by John Olson "that all meetings be held in room 141" was adopted (or defeated).*

- Some PTA's use motion sheets so all motions are written down; this is a best practice that is highly encouraged.
- Record final, amended motions. There is no need to include the discussion or amendments that don't pass.
- Motions that are withdrawn do not need to be recorded.
- If there is a program, record the program topic, type of presentation, names of participants, important points covered.
- Record announcements.
- Record the time of adjournment.
- Minutes should be signed by the secretary and dated.
- Prepare the minutes in the proper order as soon as possible following the meeting; forward a copy to the president for review.
- Present the minutes of the previous meeting at the following meeting. Minutes need to be approved before they are official. Once approved – even with amendments - record this at the bottom of the minutes, along with the date and your signature.
- Read Robert's Rules of Order. This is an excellent tool to assist anyone taking minutes. It will help to familiarize you with the format for making, seconding and amending motions.

Minutes should include:

- The kind of meeting (regular, special, adjourned regular or adjourned special)
- Name of the association or assembly (general, board of directors, etc.)
- Date, time, and place of meeting
- Time the meeting was called to order
- Whether the regular presiding officer and secretary were present and the names of those who substituted in their absence.

- Quorum established
- Approval of the minutes of previous meeting - either approved, or approved as corrected (a special meeting does not approve minutes)
- Summarized reports of officers and chairmen (important reports such as the budget or monthly treasurer's reports should be attached to the minutes and included in the official book)
- All motions and the name of the person who made each motion (except those withdrawn)
- Unfinished business
- New business
- Announcements
- Program information – just brief mention. Attach handouts if useful
- Time of adjournment.
- Signature of the secretary



Suggested Procedure Book Contents

The procedure book, which can be a three-ring binder or an electronic file (i.e. a flash drive, etc.), should contain a record of work done and other helpful material that has been collected.

Include the following:

- A title page with name of office, name of association, previous officer(s) and dates served
- A copy of the local PTA bylaws and standing rules (if your PTA has standing rules)
- A copy state and national bylaws
- Program plans for the year
- Calendar or events for the year
- Agendas, minutes, and reports
- Job descriptions that are updated regularly and filed for easy reference
- Finance Section that includes budget, financial reports and audit report.
- List of officers' and chairs' addresses, telephone numbers, and e-mail addresses
- List of volunteers' addresses, telephone numbers, and e-mail addresses
- Special information relating to offices or chairs including current work plans
- Materials from workshops or conventions
- A list of other files and resources kept by your PTA including contents and location
- Correspondence and files for the past two years so that each administration can look back on its predecessor's work as needed. Check on legal requirements for other files. For example, minutes must be kept permanently and financial records should be kept for ten years.
- A list of resource people and organizations (including phone numbers and addresses)
- A file or scrapbook of newsletters, newspaper articles, etc.
- Other information from previous years.

Special for Secretary:

- Official binder of minutes
- Document retention schedule
- Past incoming and outgoing communications with members and notifications for all meetings (this will be in the corresponding secretary's procedure book if there is one in your PTA).



The Role of the PTA Secretary



& Social Media in PTA

Mia Wooldridge

KS PTA State Secretary & Communications Chair

The Role of the PTA Secretary



Kansas PTA Uniform Unit Bylaws

ARTICLE VII: DUTIES OF OFFICERS

- **Section 3.** The Secretary shall:
- Keep an accurate account of all meetings of the PTA,
- Maintain a current copy of the Uniform Bylaws and standing rules,
- Maintain the membership roster, and
- Perform such other duties as may be prescribed in the standing rules or assigned by the PTA.

Parliamentary Procedure Matters



“Roberts Rules of Order”

Newly Revised, 11th Edition

www.Robertsrules.com



The set of
rules for
conducting
orderly
meetings that
accomplish
goals fairly.

3 Main Roles

1. Corresponding Secretary
2. Recording Secretary
3. Maintaining the historical records/files of the organization



**Accuracy,
organization
and timely
preparation
are key to
this position.**

Recording Secretary Responsibilities:

- **Meeting preparation**
- Send an Announcement about Meeting time, date, place
- Work with President to develop the Meeting Agenda



**Accuracy,
organization
and timely
preparation
are key to
this position.**

Recording Secretary Responsibilities:

During the Meeting

- Take attendance/Send sign-in Sheet around
- Temporarily preside over Meeting if President is absent
- Check for a quorum
- Present past Minutes for approval
- Take Minutes
- *Record all Actions*
- *Record all Motions/Amendments*
- *Record all Outcomes/Decisions*
- *Count votes*



**You do not record
conversations
during discussion**

Minutes Should Include:



- The kind of meeting (regular, special, General, Board)



- Date, time, place



- Time called to order



- If regular presiding officer and secretary were present and the names of those who substituted in their absence

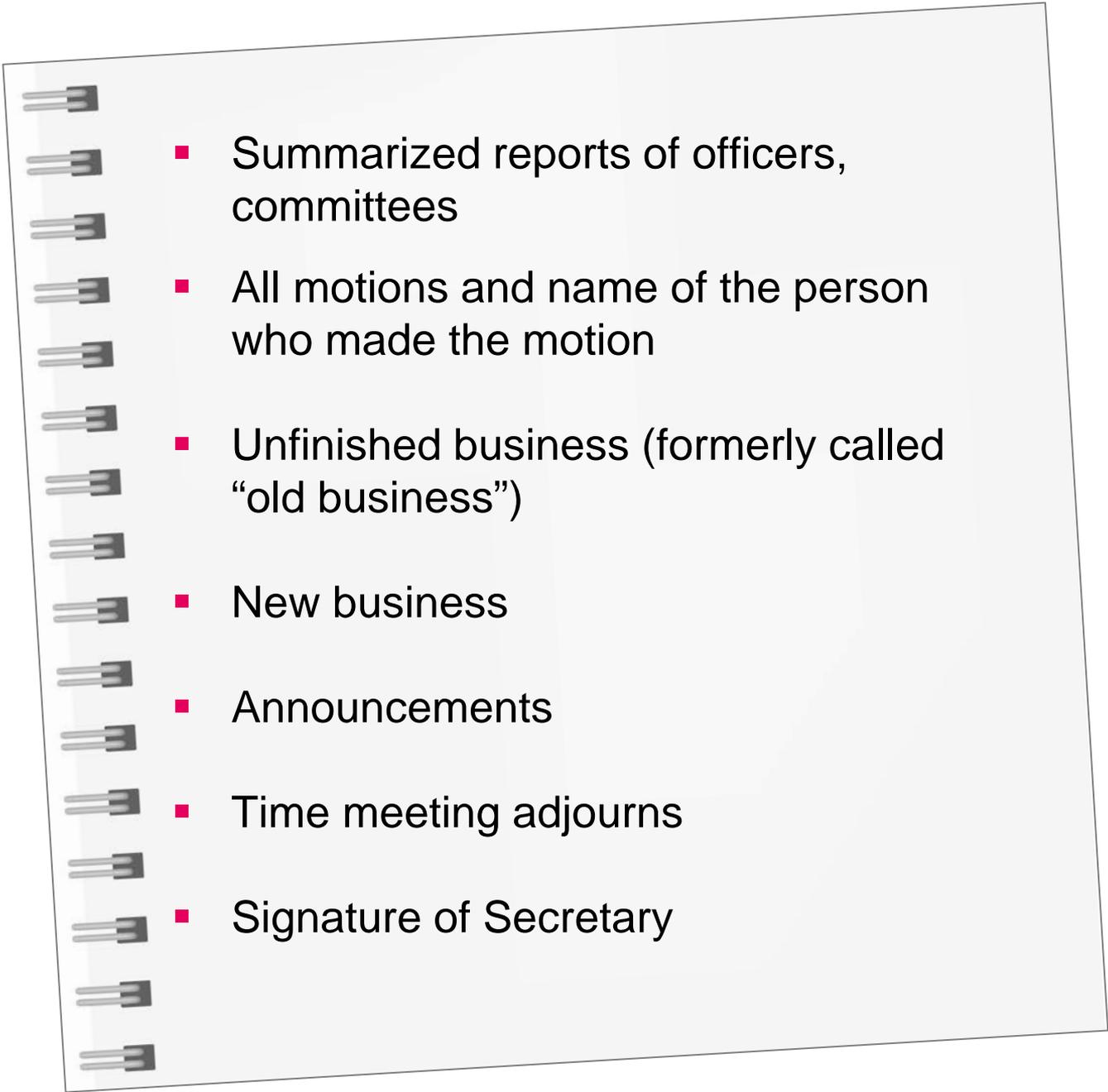


- If quorum was established



- Approval of the minutes of previous meeting (whether approved, or approved as amended)

Minutes Should Include:

- 
- Summarized reports of officers, committees
 - All motions and name of the person who made the motion
 - Unfinished business (formerly called “old business”)
 - New business
 - Announcements
 - Time meeting adjourns
 - Signature of Secretary

Minutes
Do **NOT**
Include:

- Opinions of the secretary or personal comments
- Judgmental phrases
- Motions that are withdrawn
- Name of person who seconds a motion
- Flowery language
- Detailed reports
- Transcripts of the meeting

Establish a quorum

- A **quorum** is the minimum number of members necessary to conduct business, as defined in the unit's current bylaws.
- Check your Standing Rules for your Unit's quorum
- Written in the minutes as “a *Quorum was present,*” or “*11 present; quorum established.*”

Document Routine Business & Committee Reports

- Follow the order of the Agenda
- Items should be recorded in separate paragraphs in the order which they were covered.
 - Committee Reports
 - Unfinished Business
 - New Business

Sample: Committee Reports

Membership Report: Cheery Sales reported that membership is at 204 and the incentive coupon is popular.

Yearbook Report: Patti Planner reported that the yearbook banner has helped sales. 250 yearbooks have been sold. Yearbook signing day will be May 15.

Fundraiser Report: Raisin Dough, reported sales of \$10,000 from the catalog sales, profit expected to be \$5,000. Prizes will be handed out at the assembly on April 22.

Cultural Arts Report: Fancy Feet reported the final Assembly of the year will be held April 22. Smart Science will perform experiments. Cost was \$300 after a county grant paid half the cost.

Sample: too much detail

Overly Eager moved to replace the stage curtains with a plaid wool curtain that she can get from her cousin the wholesaler for a song because the old curtains are a disgrace to the school. Jenny Gottohaveit seconded the motion. Jane Smith said we shouldn't be buying school equipment. Billy Jones said we might be able to find some good used curtains elsewhere. Miss Windy rambled on for half an hour about how ugly the curtains are and how insulted she is that her daughter will have to do the May Pole Dance on that stage. Eventually the president said everyone should stop arguing about it and vote. There will be no new curtains from this PTA this year.

Let's talk about Motions

Main motion:

- Requires a second;
- Amendable - the motion can be change;
- Debatable -pros and cons should be weighed;
- Requires a majority vote

“I move
that...”

Let's talk about Motions

Process:

- State the motion correctly: "I move,...."
- Requires a second. "I second."
- The chair repeats the motion and opens the floor for discussion.
- Discussion – the chair DOES NOT participate in discussion
- Closing Discussion
- "Call for the question" – wraps up discussion and calls for vote
- Motion to close debate – when the discussion has gone for too long
- Vote on the motion – Aye or Nay



**Refer to
Robert's
Rules for
more info!**

Amending a Motion

- Used to modify the original motion
- Also requires a second;
- Also debatable;
- Also requires a majority vote;
- Once it passes becomes a part of the main motion.



**Refer to
Robert's
Rules for
more info!**

Sample: Motions

Missy Notable moved to spend \$100 on the teacher appreciation project, using the miscellaneous budget. Seconded. Motion Carried.

By general consensus the carnival will be rescheduled for April 30.

Overly Eager moved to spend \$1,000 on stage curtains. Seconded. After lengthy discussion the motion failed.

Meeting Wrap Up

Include:

- Any Announcements
- Program Information
- Any special circumstances
- Whether business is finished or pending
- Time of adjournment
- Signature of the Secretary

Signature

Include:

- Signature on permanent copy
- Name of the recorder
- Position of the recorder

- The use of “*Respectfully submitted*” is no longer appropriate.

Sample Minutes:

SAMPLE SET OF MINUTES (adapted from Utah PTA Secretary Packet)

UNION ELEMENTARY PTA General MEETING MINUTES

Union Elementary School Media Room

- 1) **Call to order:** The meeting was called to order by Judy Martinez, the PTA President at 7:35 in the Media Room. The secretary was present.
- 2) **Opening Ceremonies**

Reverence offered by Susan Longmore
Pledge led by Dennis Morrison
- 3) **Members Present:** Please see sign-in sheet. A quorum was established
- 4) **The minutes of the November board meeting were approved as corrected**
- 5) **Treasurer's Report:** Report given by Judy Millis.
 - Balance in checking account, as of April is \$745.00
 - New members this month - 25. Income for PTA memberships is \$50.00
 - Expenditures: PTA membership envelopes - \$10.00, Health Fair expenses \$247.50
- 6) **President Report:** The board met on April 30 in the school library. Maria Gonzalez, Don Jones, and Marguerite Francone were appointed to a committee to recommend a project for the year. The president appointed Maria Gonzalez chairman.
- 7) **Health Commissioner Report:** Report given by Mary Jansen. There were over 275 attending the fair. This was a very successful event judging from the evaluation that was turned in. The attendees felt that this should be repeated again next year with an emphasis on home first aid kits. Sally will turn in a procedure outline of the Health Fair at the next meeting.
- 8) **Volunteer Coordinator Report:** Report given by Abby Jackson. Abby said that they still needed a few more volunteers for the field day activities at the end of the month. The Clown Around Company can provide the dunking booth and other rented games at a savings of \$35.00.
- 9) **New Business**

Motion by Abby Jackson: I move that we hire the Clown Around Company for our field day activities this year. The motion was seconded and adopted.

Calendar of events for the month:

Teacher Appreciation Week: May 27 - June 1
Field Day: June 4
Sixth Grade Advancement: June 5

10) Announcements:

Marissa announced that a meeting of the teacher appreciation committee will take place on Wednesday 5/15 at 4:00 in the teacher's lounge.

11) Program: The New Math Curriculum.

12) Meeting adjourned at 9:00 p.m.

Minutes:

Approved as presented: _ Date: _____

Approved as corrected: ___ Date: _____

Secretary (signature)

**Sample
Minutes:**

Post-Meeting

- Collect all materials distributed at the Meeting
- Type up and/or finalize the Minutes you took for this Meeting.
- Send a copy of the Minutes to the Executive Board (President, VPs, Treasurer).
- Print copies – be ready for your next Meeting!

Minutes Approval

- Minutes must be approved by the body that conducted the business being reported
 - Distribute copy of the Minutes during and/or prior to the Meeting
 - **Minutes are approved on the factual record of what was done, not the secretary's report.**
 - Write "Approved. Your Name and Date." on the official printed copy of the Minutes being approved.

Corrections to Minutes

- Minutes are reviewed by members who were present at the last meeting and corrections are made, if necessary.
 - Correct original copy. Initial all corrections.
 - Do not erase, scribble around or White Out the original copy
 - Write “Approved as Amended. Your Name and Date.” on the official printed copy of the Minutes being approved.

Record Retention

- Minutes of the PTA are the permanent record of the organization and should be permanently stored.
- Preserve minutes in a bound notebook specifically for the Minutes



**Organize the
Minutes
notebook by
Year and
month**

Record Storage

- Bound books should be carefully stored, permanently
- School librarians may be able to provide shelf space for the minutes
- PTA school closet or home storage should include dry containers and clear labels

Procedure Notebook

- All Exec positions should have a Procedure Notebook
 - Include bylaws and standing rules
 - Membership list
 - Budget
 - Calendar
 - List of Committees & their current Chairpersons
 - Motion slips
 - Others

- Keep the procedure book and Minutes notebook in a tote bag or portable storage box for ease of storage and transportation to PTA meetings.



**If you don't
have a
Procedure
Notebook,
Start one!**

Miscellaneous duties of the Secretary

- Keep a copy of all correspondence at least through end of school year
- Send out notices/make phone calls reminding members of meetings (especially board meetings)
- Send new officer names and addresses to Kansas PTA and SMAC
- Sign checks or documents as authorized by the bylaws of the association
- Assist the president during meetings as needed to help the meeting go efficiently
- In the absence of the president and all vice presidents, call the meeting to order and preside until a chair pro tempore is elected.

Social Media in PTA





The Value of Social Media

- **90%** of young adults use social media, with nearly **two-thirds** of all people using social media (Pew Research)
- The average person has **five social media** accounts and spends around **1 hour and 40 minutes** browsing every day, accounting for **28%** of the total **time spent** on the internet. Social media sites are used more than any other type of site
- **What does this mean for your PTA? How can you use social media to communicate your message?**



Benefits of Social Media

People are using social media for:

- Word-of-mouth recommendations
- Learning about others' experiences
- Complimenting brands
- Product information
- Sharing Incentives
- Customer service
- Awareness of issues

How can your PTA provide relevant information to stakeholders?



National PTA & Social Media

- National PTA recognizes the importance of using the internet in **shaping public thinking about the entire PTA organization.**
- They are committed to supporting **honest, transparent and knowledgeable dialogue** on the internet through social media.
- Encourages all PTA entities to use tools that **increase membership, communicate with current and potential members, fundraise and increase positive exposure.**



National PTA's Social Media Policy & other helpful tools:
Download at www.ptakit.org/Communications/Additional-Resources.aspx

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Social Media



National PTA's Social Media Presence

National PTA's blog: *One Voice* – onevoice.pta.org
– subscribe for weekly emails

[Facebook.com/ParentTeacherAssociation](https://www.facebook.com/ParentTeacherAssociation) – 59,609
Page Likes

Twitter - [@NationalPTA](https://twitter.com/NationalPTA) – 24.9K followers

YouTube – 1,200 subscribers

Pinterest – 21+ boards

LinkedIn – 2,196 followers



Need content for your social media sites?
You can share what is posted on National PTA's social media!

**Kansas
PTA**

everychild.one voice.

Social Media



Kansas PTA's Social Media Presence

- www.kansas-pta.org
- www.kansas-pta-legislative.org
- [Facebook.com/kansaspta](https://www.facebook.com/kansaspta) – 1,568 Likes
- [@KansasStatePTA](https://twitter.com/KansasStatePTA) – 1,311 followers
[@KsPTALeg](https://twitter.com/KsPTALeg) – 675 followers

Engage with KS PTA

- Like & Follow Kansas PTA!!
- Like & Share posts
- Re-tweet tweets

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Social Media



National PTA's Content Resources

- <http://www.pta.org/newsevents>

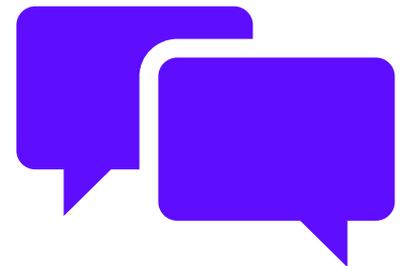
Sign up for **PTA newsletters** to receive timely info you can use as content for social media posts.

<p>PTA Takes Action</p>  <p>The monthly newsletter offers the latest news on legislative issues affecting families, children, education, schools and communities. It also highlights National PTA policy priorities and activities.</p> <p>sign up →</p>	<p>Leadership Briefing</p>  <p>This monthly newsletter keeps all PTA stakeholders informed on new National PTA events, partnerships, programs and resources.</p> <p>sign up →</p>
<p>Local Leader News</p>  <p>This monthly newsletter keeps PTA local leaders informed on the latest National PTA developments, as well as new programs and resources available at National PTA.</p> <p>sign up →</p>	<p>PTA Parent</p>  <p>This bi-monthly publication shares ideas on how PTA families can be engaged in their child's education and wellbeing. Content includes PTA toolkit resources, fundraising programs, tips/advice and Our Children magazine content.</p> <p>sign up →</p>



What PTAs Should Say Online

- Have something to say
- Stand on the shoulders of giants
- Share your opinion (support issues not candidates)
- Be consistent across platforms
- Be safe





Planning Your Social Media

- **D** – Designate Responsibility
- **I** – Integrated Approach
- **C** – Content Curation
- **E** – Editorial Calendar





Social media goals

Document social media goals for each platform using the SMART goals format

- Specific
- Measurable
- Agreed To
- Realistic/Relevant
- Timed





Social Media Best Practices

- Variety – keeps it fresh & engaging
- Tone/Voice – keep a consistent, personal voice
- Timing – post during peak hours
- Respond quickly
- Limit self-promotion: 30/70 rule
- Join in the conversation
- Always proofread your posts
- Consistently monitor your site
- Responding to negative comments
- Respect privacy and permissions
- Adhere to PTA brand standards
- Copyright and Attribution
- Personal vs. Professional





Getting Started

- **If you are unfamiliar with Social Media and trying to learn:**
 - Plan to spend **1-2 hours per week** devoted to social media
 - You will not learn everything in one day – stay positive as you're learning.



What you should post facebook

- Socialize and inform, don't advertise
- Quality over quantity
- Pictures are important
- Authentic over automated
- Be responsive

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@kansaspta

Home

About

Fundraisers

Events

Photos

Videos

Community

Groups

Reviews

Jobs

Posts

Promote

Manage Promotions

Like · Liked · Following · Share · ...

1 Share

Write a comment...

Add a Donate Button
Is this post related to fundraising? Add a donate button for Kansas PTA so your followers can contribute directly through Facebook.

Kansas PTA is making Science Fun.
Published by Mia Woodridge · Yesterday at 8:28am ·

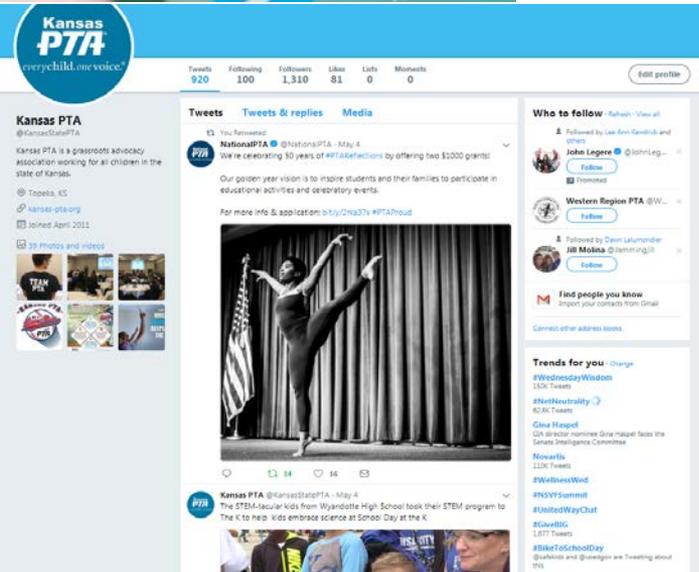
Another STEM-tacular happening from the National Parent Teacher Association & Bayer's "Making Science Make Sense" grant initiatives. Grant recipient Wyandotte High School and a few of their Science Ambassadors took their program to School Day at the K yesterday to show off how #SciencelsFun.

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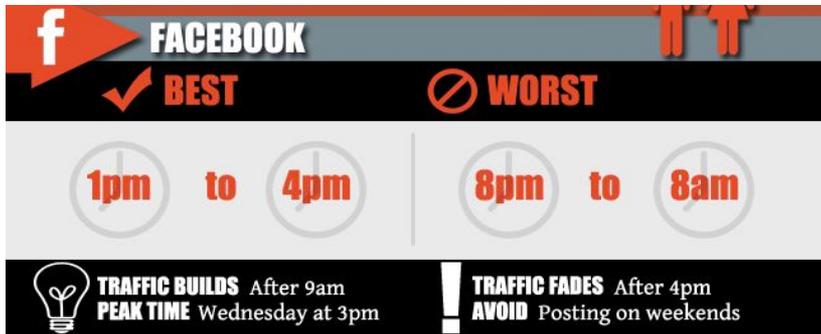


What you should post twitter

- Be clever and interesting.
- Be concise! you only have 280 characters.
- Hashtags are huge. **#BeCreative**
- **Quantity** is OK.
- **Authentic over automated**
- **Do not post a link for more information with every post**



The best & worst times to post



Post to Facebook:

- + Goal should be 2-3 posts per week – only post if you have relevant information
- + More posts allowed for special events
- + Post when your stakeholders are listening

Post to Twitter:

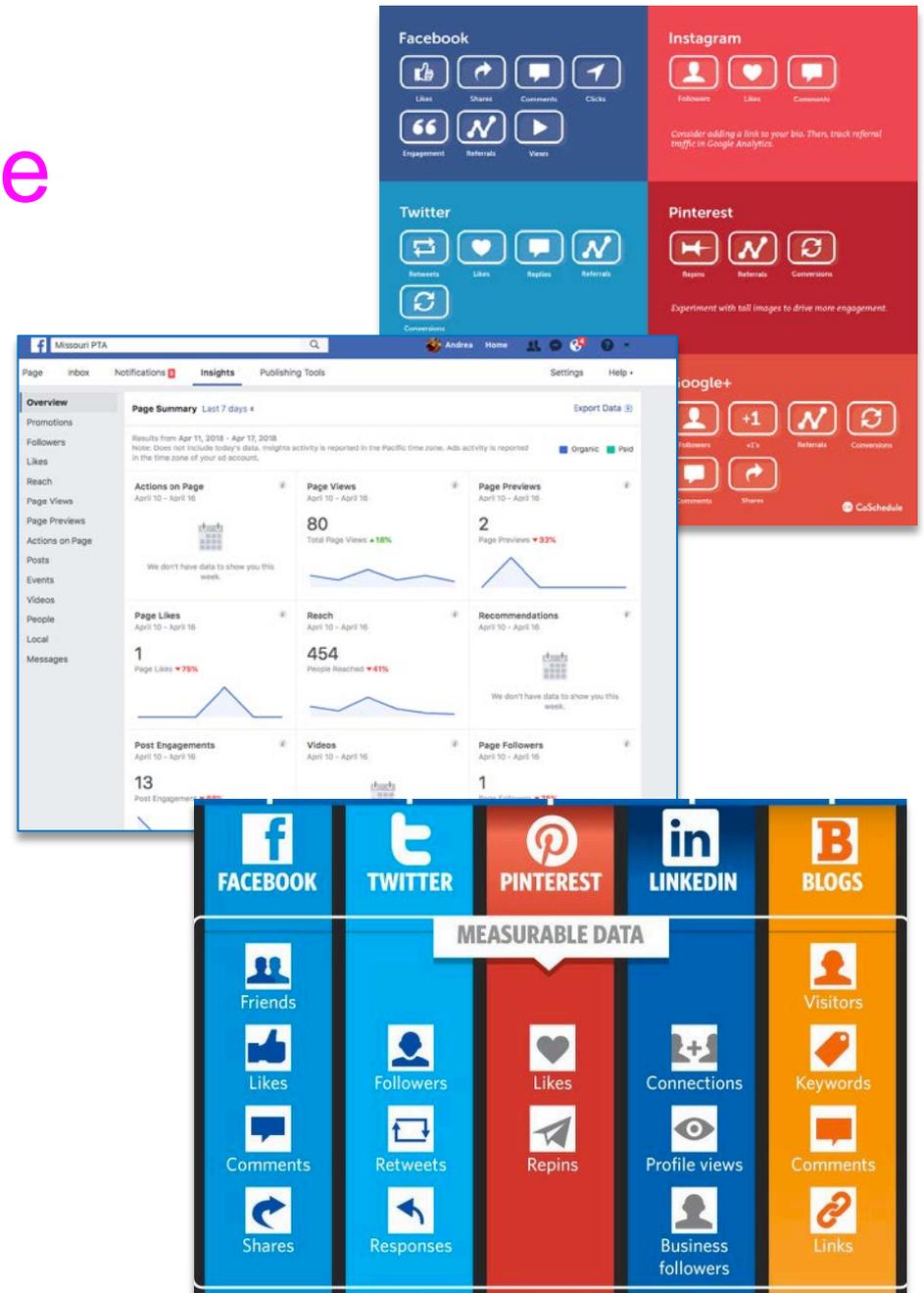
- + Multiple posts per day are acceptable, a different stakeholder group is on Twitter at 10 am, noon and 7 pm
- + Multiple posts for same information are fine, consider varying message to increase interest.

Measure & Evaluate

Check key metrics, you need to know what is working and what isn't.

Evaluate plan and adjust based on successes and opportunities

Keep trying new things!



Questions?

Mia Wooldridge
KS PTA State Secretary

mia@everestkc.net

Text: 913-636-0191