

(Sample Minutes)
Kings Road PTA
Regular Board Meeting
January 10, 20__



- Call to Order** The regular meeting of the Kings Road PTA was held in the auditorium of the Kings Road Elementary School on Wednesday, January 10, 20__. The president, Sandy Jones, called the meeting to order at 7:30 PM. The secretary was present.
- Meditation** The meditation was given by Dave Brown.
- Attendance** List all members in attendance, including president and secretary.
- Quorum** A quorum was established.
- Minutes** The minutes of the previous meeting were approved as written (or as corrected).
- Correspondence** A “thank you” note was read from Wesley Heart for flowers sent while he was in the hospital.
- Executive Board** The executive board met on December 15, 20__, in the school library. Diane Smith, Bill Jones and Michelle White were appointed to a committee to recommend a project for the year. The president appointed Diane Smith as chair.
- Treasurer’s Report** The treasurer, Kay Majors, reported the balance as of December 10, 20__, was \$450. Receipts totaled \$150. Disbursements totaled \$200. Balance on hand as of January 2, 20__, totaled \$400. The report was filed.
- ACTION ITEMS:** Marlene North, chair of the special committee appointed to oversee Critical Viewing Skills at King Road Elementary School, moved by direction of the special committee, that the Kings Road PTA initiate and sponsor a workshop for parents. **Motion carried.**
- COMMITTEE REPORTS**
- Membership** Annette Kelly, membership chair, reported membership as of Dec. 29, 20__, totals 300 members.
- Reflections** Tiffany York, Reflections chair, reported that the Reflections awards event will be held on April 10, 20__.
- New Business** Marvin Mark moved that the parent education chair attend the annual University workshop for parent leaders.
- Janice Ward moved to amend by inserting “president and the” before the words “parent education”.
- Amendment carried.**
- The motion carried as amended and will now read:
- Marvin Mark moved that the president and the parent education chair attend the annual University workshop for parent leaders.
- Announcements** February 5, Field Day, Kings Road Elementary School. February 16, Fern County Council meeting.
- Adjournment** The meeting adjourned at 9:00 P.M.

(Signature of Secretary)
(Type Name), Secretary

Approved As:

Written: _____ Date: _____ Corrected: _____ Date: _____

SAMPLE

NAME OF PTA/PTSA _____

Date _____
Type of Meeting _____

OFFICIAL MOTION BLANK

Motion # _____
(Begin #1, Amended 1.1, etc.)
Carried _____
Lost _____

I Move

MAKER OF THE MOTION (Please Print)

SECONDED BY (Please Print)

Copies to: Presiding Officer, Maker of the Motion, Secretary
(Can be photocopied after meeting)

SAMPLE