

## Minutes

Minutes – the official permanent record of the actions that occurred at a meeting and should include basic types of information:

1. Time, date, and location of the meeting. (Identify type of meeting, i.e. executive, general, committee)
2. Include name of presiding officer (who called meeting to order at what time)
3. Members in attendance or approximate number of people attending and whether a quorum was present. (Include names of any guests in attendance.)
4. Committee reports given, if any, along with a brief summary of the report.
5. Official actions taken at the meeting (motions made and whether approved or defeated).
6. Time of adjournment.
7. Name of person who prepared the minutes.

Minute notes should follow the agenda and be concise with the focus on the content and outcome of the motions. Print a copy of your minutes and keep all the minutes together. Distribute the minutes to your members using email or your website. Bring a copy to the next meeting for review and approval.

**Minutes should be kept on file as part of the organization's permanent records.** It is also recommended that the agenda, committee reports or any handouts be attached to your meeting minutes in your permanent files.

Attached is an example for small clubs. Also attached is a copy of more detailed sample meeting minutes for ABC Elementary PTO that was printed from [www.ptotoday.com](http://www.ptotoday.com).

The information above nor the examples provided are intended as legal advice but are provided as guidelines for you to use in preparing your organization's minutes.

## Example of Minutes for Booster Club

XYZ Soccer Booster Club  
General Booster Club Meeting  
February 13, 2017 at 7p.m. in school gym

Meeting called to order at 7:05 pm by President, John Green.

**Members in Attendance:** John Green, Susie Flowers, Johnny Appleseed, Macy Mayflower, Assistant Principal Pat George, (continue listing those in attendance) for a total of 12 members and no guests. A quorum was present. (Note: If many members present, may just want to say 25 members in attendance, no guests – quorum present.)

**Minutes** - Minutes from January 9, 2017 meeting were read by secretary Susie Flowers and accepted.

**Treasurer Report** – A detailed receipt and disbursement report along with a copy of the bank statement was presented by treasurer, Macy Mayflower and accepted. Report and bank statement attached.

### Committee Reports

Fundraising Committee: report given by Simon Caldwell

- Pancake breakfast at Chilis will be this Saturday, February 18. We still have tickets for sale at \$6. Tickets will also be available at the door for \$7.
- Volunteers are still needed to work the concession stand at home games. Contact John Green at 931-350-7479.

### Election of Officers

- The following nominations were made at the previous meeting:  
President: Bob Hightower  
V-President: Missy Rainwater  
Treasurer: Bobby Wrench  
Secretary: Jim Powers
- Floor was open for other nominations. None noted. Motion made by Johnny Appleseed to accept nominees as the new officers. Motion seconded and passed.

### Presentation of Proposed Bylaw Changes

- Article IX, Section C – Written Accounting Policy - A copy of the Model Financial Policy adopted by TN Comptroller's Office was handed out. It was noted that in order to be able to fundraise that the club must adopt a written accounting policy. After review and discussion, motion was made by Missy Rainwater to adopt the Model Financial Policy (Procedures Manual) as the club's written accounting policy. Motion seconded and passed. Copy attached to minutes. This will be a working document and a copy will be made available to all officers and anyone handling collection of funds to abide by.
- Motion made by Jim Powers to allow the treasurer to use a debit card for purchases as needed. All debit card receipts must be maintained and signed off by another authorized signer. All receipts will be made readily available for review. Recommendation to add debit card policy as an additional section under Article IX of the bylaws. Motion seconded and passed.

**Meeting adjourned at 7:45pm.**

Susie Flowers, Secretary

# SAMPLE MEETING MINUTES

## ABC Elementary PTO February 2014 General Meeting Minutes

**Date, Time, and Location:** Tuesday, Feb. 4, 2014, at 7 p.m. in the school library

**Meeting called to order by** President Shirley Reed at 7:05 p.m.

**Attendance:** Michael Bird, Shirley Reed, Monica Arsenault, Laura Downey, Pam Brockton, Stuart Johns, Carol Dualla, Mary Sennot, Clara Parkes, Tara Shuman, Randi Brown, Adam Wayne, Sasha Smythe, Samantha Thompson, Bo Merrick, Christine Strickland, Tracy Klein, Sarah Schott, and CeCe Aston. There were 19 members in attendance; a quorum was reached. No guests in attendance.

**Minutes:** The minutes of 1/7/14 meeting were read and accepted.

### Officers' Reports

*(name of speaker, summary of business discussed)*

President: given by Shirley Reed

- Bingo Night was a huge success. The committee was thanked for their hard work.
- Thank-you to Linda Jameson for creating a five-page outline that will be used to help answer common questions for parents who are new to the district. Goal is to have a booklet available for the fall. PTO may include this in next year's budget.
- Our wonderful Cafeteria Ladies were acknowledged for their hard work. Our cafeteria was the only one in the district that had a zero violation report. Their picture is in the display case and both were given Target gift certificates. Great job!
- The spring Art Smart project will feature Milwaukee artist Hugh Lawrence. There was a motion made by Randi Brown for a \$200 stipend (allocated from the fundraising surplus) to be paid to him. The motion was seconded and accepted. The students will also participate in a penny drive to support a major project of Mr. Lawrence's.

Treasurer: given by Pam Brockton

- Treasurer's report read and accepted/amended. Report attached.
- Assemblies were discussed.

### Committee Reports

*(name of speaker, summary of business discussed)*

Pizza Kit Committee: given by Sarah Schott

- Cochair needed for the Pizza Kit Sale. The cochair does not have to be a 5th grade volunteer. Please contact Sarah Schott at (xxx) 555-3333.

Fiesta Spring Carnival Committee: given by Tracy Klein

- There is a need for volunteers for the Fiesta. Please contact Tracy Klein (xxx) 555-1111 or Cathy Allen (xxx) 555-2222 if you are able to help.

# SAMPLE MEETING MINUTES

## **Principal's Report:** given by Michael Bird

- There was a discussion on the Building Big theme meeting. There were 30 people in attendance at the earlier 9 a.m. meeting. He announced the field trips that are being offered for the students that will be associated with the theme.
- Mary Sennot and Shannon Valdez were thanked for their hard work with Bingo Night. It was great family fun.
- There was a great turnout for the optional Saturday 5th grade basketball games.
- The Brick Paver fundraiser installation will be this spring. Profit will be determined after all of the bricks will be sold. To date, sales are approximately \$6,000, enough to justify the cost of installation.
- Mrs. Silva's class is working on a special project that will be aired on Channel 19 that will showcase an upcoming \$10 pledge donation program to benefit our Education Foundation.
- The state testing is complete. Pam Brockton along with the PTO was thanked for testing snacks that were provided to the students.
- There will be an important upcoming School District Meeting on Feb. 21 at 7:30 p.m., at the high school. Budget cuts will be the topic and community dialogue will be encouraged for the upcoming year. It will be done in a small group setting. The meeting will be announced in the PTO newsletter and parents are encouraged to come.
- The 5th grade Camp Edmund pizza fundraiser will start after the midwinter break. The kits will be sold by all students for a period of two weeks. The camp will be from June 8-10, 2014, and it will cost \$235/child.

## **Old Business**

*(key information and motions voted on)*

Bingo Night: Mary Sennot thanked everyone who was involved with Bingo Night. She was open to any suggestions for next year.

Book Drive: Tara Shuman updated us on the Book Drive. The books collected will go to the Glazer Elementary downtown. The collection will be in three weeks of March. Information will be in the newsletter.

## **New Business**

*(key information and motions voted on)*

Field Trip Expenses: Stuart Johns discussed field trip expenses. It will be tabled to another discussion for the March PTO meeting so information can be gathered about the cost of field trips and possible alternatives for helping offset some of those costs.

**Next meeting is 3/4/14 at 7 p.m. in the school library**

**Meeting adjourned at 8:28 p.m.**

**Minutes compiled by Laura Downey, Recording Secretary**