

Thirty-Third District



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MASTERING MINUTES AND MORE

ESSENTIALS FOR NEW SECRETARIES

Linda Morgan

Financial Secretary 2025-2027

Recording Secretary 2021-2023

Thirty-Third District PTA Fall Officers Training
Saturday, August 9, 2025

AGENDA

- Introductions
- Responsibilities of a PTA Secretary
- Preparing for a Meeting
- Minutes
- After the Meeting
- Other Considerations
- Questions and Resources



INTRODUCTIONS

Linda Morgan

Financial Secretary 2025-2027

Recording Secretary 2021-2023

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Jessica Wong

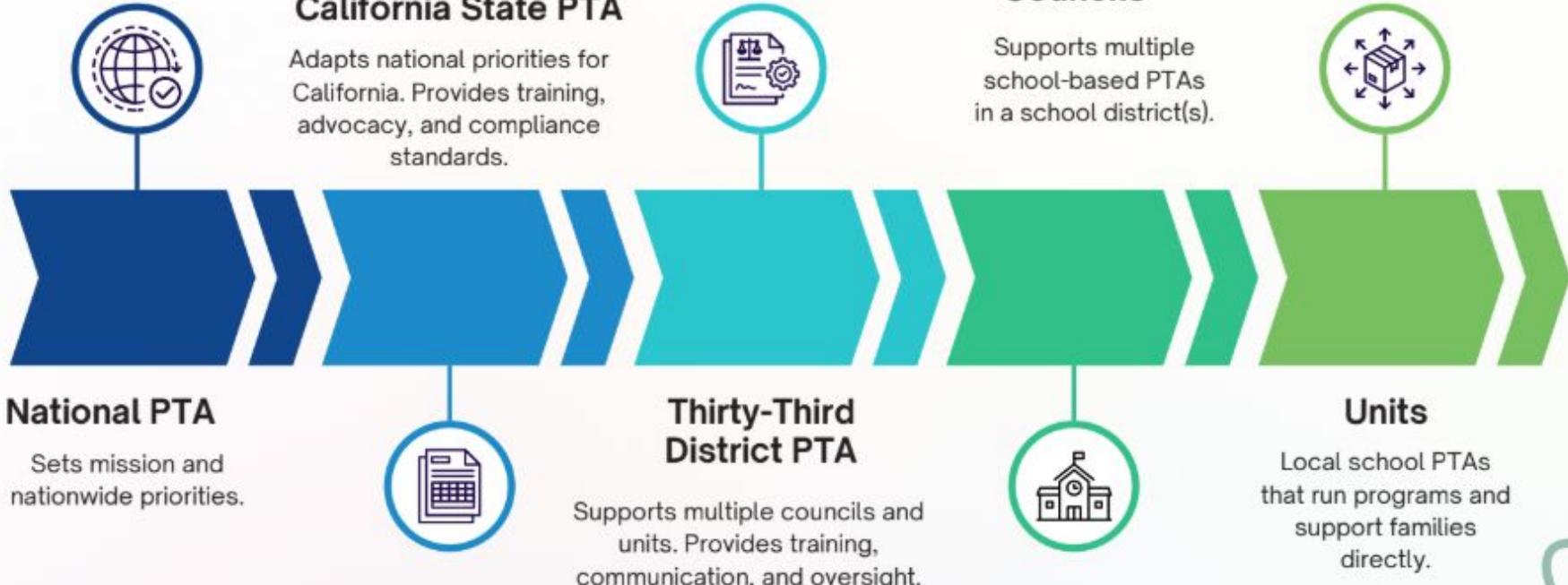
Recording Secretary 2025-2027

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PTA CHAIN OF SUPPORT



ROLES AND RESPONSIBILITIES OF A PTA SECRETARY

- Maintain records
- Take minutes at all meetings
- Sign authorizations for payment
- Assist president with agendas and timely recording of meeting minutes
- Be prepared
- Be organized



PREPARING FOR A MEETING

BEFORE THE MEETING:

- Work with the president to send the meeting notice and develop the agenda
- Assist the president with sending copies of the agenda and other supporting documents prior to the meeting

PREPARING FOR A MEETING

- Prepare all meeting supplies:
 - Membership list
 - Copy of agenda, reports, previous minutes
 - Current bylaws
 - Current roster, including committees
 - A list of unfinished business
 - Paper for ballots
 - Motion slips
 - Office supplies--red pen



SAMPLE MOTION FORM

MOTION# : _____

Meeting Date : _____
Committee

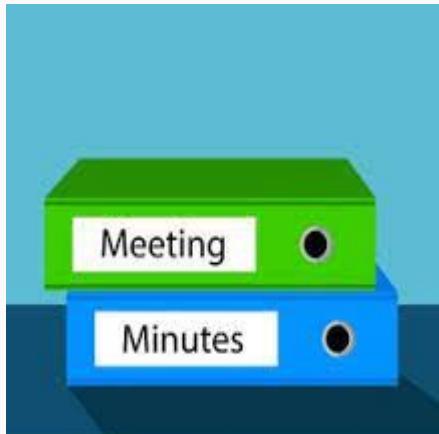
Association Executive Board

I move that or to

Maker of the motion : _____

Seconded Adopted Defeated
 Amended Tabled Withdrawn Referred to _____

MINUTES



Minutes are the legal permanent records of a PTA as a nonprofit organization and are kept forever.

Minutes should be bound and passed on to your successor.

TYPES OF MEETINGS

- Executive Board (monthly)
- Association (according to bylaws)
- Committee

** The actions taken at the meetings of each PTA group should be preserved through the recording of minutes.

Each group's meetings are different, and different minutes are required. For example, the board meeting minutes CANNOT be combined with the association meeting minutes.

MINUTES – WHAT TO INCLUDE

- Meeting details
 - Name of your PTA
 - Date, place, and type of meeting
 - Start and end time of meeting
 - Quorum
 - Attendance list
 - Name and title of presiding officer and any pro tem officers



MINUTES – WHAT TO INCLUDE

- Business Items
 - All action taken – WHAT IS DONE, NOT WHAT IS SAID – final motions
 - Approval of previous meeting's minutes
 - Summary of treasurer's report
 - Contracts
 - Election results—with nominees' names and number of votes received (if ballot vote)

MINUTES – WHAT TO INCLUDE

- Reports and presentations
 - Brief summary
- Unfinished business
- New business
- Announcements
- Signature of secretary at the end of minutes

MINUTES – WHAT **NOT** TO INCLUDE

- Opinions
- Judgmental phrases
- Motions that are withdrawn
- Flowery language
- Detailed reports
- Transcripts of the meeting
- Discussion of others
- Name of who seconds a motion



AFTER THE MEETING

- Collect all materials distributed at the meeting
- Prepare and distribute a draft of the minutes prior to the next meeting
- If minutes are approved, write “approved” and date and sign approved minutes
- If minutes are corrected, note the corrections, write “approved as amended,” and date and sign the minutes
- Only the group that created the minutes can approve or make corrections to them

OTHER CONSIDERATIONS

CORRECTING MINUTES

- Note correction in current minutes
- Use **RED** ink to correct master copy
- Circle incorrect words
- Write correction in margin
- Date and initial
- Never erase or fix and reprint

DISTRIBUTING MINUTES

- **DO** post or provide copies at a meeting
- **DO** summarize
- **DO NOT** post minutes on a website
- **DO NOT** print in a newsletter

SECRETARY AS BOARD MEMBER

- Attend and participate in all meetings
- Follow all policies and procedures
- Understand fiduciary responsibilities
- Maintain confidentiality
- Attend PTA-sponsored workshops and trainings



SECRETARY'S BOOK – WHAT TO INCLUDE

- Minutes
- Agenda
- Annual budget, when adopted, and anytime changes are made to it
- Financial reports
- Written committee and officer reports
- Financial review reports
- Bylaws amendments
- Sign-in sheets or record of attendance
- Correspondence received
- Any flyers or handouts presented

STORING THE MINUTES

What is best for your organization? This is the history of your PTA!

- Minutes must be retained forever
- Use a bound book for permanent storage
- Bind minutes together
- Electronic storage–format cannot be edited
- Storage must be controlled and maintained by the PTA



QUESTIONS AND RESOURCES

Your Built In Support Team:

For units your first point of contact is your council secretary.

For councils that would be our Thirty-Third District PTA secretary, Jessica Wong: Recordingsec@33rdpta.org

- 33rdpta.org
- www.capta.org:
 - Toolkit
 - Leaders Website



Thank You!

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