**Name of PTA PTSA**

**{General Membership/Executive Board/Special-Called} Meeting Minutes**

**{Date} 2022, {Time} p.m. via Zoom {Venue}**

**Meeting Purpose:**

* Welcome back! 2022-2023 budget review and vote
* Discuss goals for the year, upcoming programs and fundraising initiatives
* *Your minutes will echo the agenda.*

**Call to Order, President’s Remarks, Name of President**

The meeting was called to order at {TIME}. Quorum was met *(refer to your bylaws for what quorum is, it is usually 50% of the board + 1).*

President {NAME} welcomed the board and thanked everyone for their volunteer efforts. The XYZ was a big success.

**Approval of August 2022 GMM Minutes** *(If it’s a GMM, the membership is approving the last GMM’s minutes. If it’s a board meeting, it’s the board meeting minutes)* – the minutes were approved as written/with the amendment of XYZ. *(Go and sign your previous meeting’s minutes)*

**Treasurer’s Report, Name of Treasurer**

{Name} presented the treasurer’s report.

Numbers you need in the minutes *(See if you can get these from the treasurer ahead of time)*

1. Beginning balance, (2) Receipts, (3) Disbursements and (4) Ending balance as of the date of the meeting. (This information is required, so include the Treasurer’s Report.)

**Budget Vote**

{Name} motioned for the 2022-2023 budget be approved as written. {Name} seconded and it was approved unanimously/by the majority. *(You don’t have to include who seconded the motion in the minutes, I like to.)*

**Principal/School representative update**

Principal {Name} provided a school update.

**New Business / Officer Reports**

**VP Volunteering Update**

{Name} said there will be opportunities to volunteer in the media center. She will be circulating a sign-up genius after the meeting.

**VP Fundraising Update**

{Name} updated the board on the upcoming fundraiser planned. She will need a working committee to help with the theme and planning.

**Advocacy Chair Update**

{Name} said that XYZ measure is being considered by the school board/FL legislature. The PTA has ABC position statement in support of funding public schools. There will be a call to action on X date.

**Dads’ Club Chair Update**

{Name} said that Dads’ Club will be on site to help with XYZ on Z date. The next Dad’s Club meeting will be on Y date.

**Any other officers/chairs**

Same format. No opinions or writing down discussions – just the main points.

**Upcoming new business**

Teacher Appreciation Week will be the last week of April so that it doesn’t conflict with testing. We will be forming a committee to help with activities that week.

*Continue format.*

**Business to Date / Old Business *(Examples below)***

**Membership Drive**

{Name} said we now have XY people who have joined our PTA/PTSA and XY numbers of teachers! Thank you for all of the support. We’ll continue bringing membership forms at the next PTA event.

**Spirit Wear Order**

{Name} said shirts have been ordered for spirit wear. They will be passed out on X date.

**Back to school Event**

{Name} said we had XY people attend and the feedback was great. Next year, we can see if XY donuts will sponsor more food.

**Guest Speaker**

Dr {Name} spoke about mental wellness and supporting our children. *No need for more details here. Just a factual statement is great.*

**Calendar Review**

President {Name} referenced upcoming dates below.

The meeting was adjourned at XYZ time.

**Upcoming Calendar of Events:**

* Spirit night, date
* Parent-teacher conference night, date
* Non-student day/holiday, date
* Next board meeting, date
* Next Dads’ Club meeting, date
* Next GMM, date

**Attendees**

* Name
* Name
* Name
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* Name