

## Minutes

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

1. Date, time, and location of the meeting. (If not a regular meeting, i.e. executive general committee)
2. Members in attendance and approximate number of members who were present. (include names of any guests in attendance.)
3. Committee reports given, if any, along with a brief summary of the report.
4. Official actions taken at the meeting (motions made and whether approved or defeated).
5. Time of adjournment.
6. 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 example minutes.

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, Jonathan Anderson, Mary Elizabeth, 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

### 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 Anderson to accept nominees as the new officers. Motion seconded and passed.

### Presentation of Proposed Bylaw Changes

Article IV, 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 Liu, Jimmy Kool, Bianca Zischner, Paula Laybrey, Pam Brockton, Stuart Johns, Carol Duella, Mary Sennet, Cassie Parker, Tara Shuman, Beedi Deason, Adam

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. Goals to have a book fair 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 spring Art Smart project will feature Milwaukee artist Hugh Lawrence. There was a motion made by Kandi Brown for a \$200 stipend (allocated from the fundraising surplus) to

**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.

**Biote Spring Carnival Committee:** given by Tracy Klein

Cathy Anen (xxx) 555-2222 if you are able to help.

## SAMPLE MEETING MINUTES

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

The discussion at the Board Meeting there were 20 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.

great family fun.

The Brick Deyer fundraiser installation will be this year. Part of the cost 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. Don Deakster along with the PTO members that provided materials were provided to the students.

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.

2014 and it will cost \$235/child

### Old Business

Ringo Night: Mary Sennot thanked everyone who was involved with Ringo 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 be in the newsletter.

### New Business

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.

Meeting adjourned at 8:28 p.m.

Minutes compiled by Laura Downey, Recording Secretary