Secretary

You will serve your PTA by keeping an accurate record of meetings, which become part of the permanent history of the PTA.

In some PTAs, the secretary also has the responsibility of maintaining all PTA correspondence, including communications with members and notifications for meetings. Because of this, sometimes this position is split into two roles: Recording Secretary and Corresponding Secretary.

Some responsibilities of the Secretary include:

* Working with the president to create a meeting agenda
* Sending out meeting announcements, agendas and supporting documents
* Taking attendance and checking for quorum (minimum number of members who must be present to conduct business at a meeting) during voting
* Presenting the [draft minutes](https://www.pta.org/docs/default-source/files/training/local-leader-kit/leadership-tools/sample-meeting-minutes.docx) of the previous meeting, making any corrections and ensuring approved minutes are included in your PTA's permanent record
* Taking minutes, including counting and recording any votes

Great secretaries often have prior volunteer and/or meeting experience and are enthusiastic about PTA.

**Sample Agenda**

Dawson Elementary PTA

April 15, 2019

12:30 p.m.

***PTA’s Mission*** *is to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children.*

1. Call to order – KeKee Chisolm
2. Approval of minutes
3. Principal Update
4. Officer reports
* Membership
* Treasurer
* Secretary
* President
* Krispy Cream Donut Fundraiser update
* Teacher Appreciation Week Update
* Field Day Update
1. Old Business:
* Newsletter distribution
1. New Business:
* Survey Monkey to parents to support PTA board and/or interest in volunteering to support school efforts.
* Donation Letter to businesses
1. Next meeting date:

**HCPTA Executive Board Meeting**

**Minutes of June 14, 2019**

**Attendees**

Liz Boykin, Amanda Borders, Shatika Armstrong, Sally Jones, Ann Kvach, Deb Stern, Amy Jones, Mark Torstenson, and Preeti Francis were in attendance.

**Opening**

Liz Boykin, President, called the Executive Board meeting of the HCPTA to order at 8:03 a.m.

**Approval of minutes** The minutes of the May 17 were approved as written.

**Alabama PTA convention update**

Ann Kvach provided an update on the status of plans for the 2020 Alabama PTA convention to be held in Huntsville. She will be working with Alabama PTA to clarify expectations. The theme of the convention is “We are One.” The executive board meeting and board of directors meeting will take place on Friday and the convention will take place on Saturday. HCPTA will be in charge of logistics. Ann has emailed the Alabama PTA executive committee the expected division of duties. She would like to form a committee to help and has two volunteers already. Her goal is to secure a hotel and committee by the end of this summer. Amy Jones suggested contacting the visitors bureau regarding stay and play packages for attendees.

**Board Member Reports**

**Leadership Development**

Ann has not been able to meet with the principal at Sonnie Hereford Elementary School. Her goal is to meet with him in July. Liz stated that Williams PTA is eager to get going. Kim Hart is new PTA president.

**Programs (Amy Jones)**

Summer Leadership Training is scheduled for July 27th at the Academy for Academics and Arts. She will email a draft agenda to the board for feedback. The only major changes are that the Free2Teach and Parent2Parent sessions will be combined. A session on A Smart Place will be added or may just have a vendor table. A Smart Place could also be combined with Todd Watkins’ presentation. A session on working with principals as well as one on technology will be added. The schedule was discussed. Shatika is helping with vendors and Sally is soliciting food and freebies.

 **Reflections (Sally Jones)**

Sally is working on promotional materials. She is concerned about declining participation. Ann suggested that Liz speak to principals at one of the principal meetings. Liz will reach out to the superintendent to schedule a time to do this.

**Membership (Sally Jones)**

Sally will work on the SLT presentation. She will reach out to the new state representative for MemberHub about the possibility of hosting a training session in the fall.

**Legislative (Amanda Borders)**

The most recent Policy Advisory Committee meeting focused on a social media policy for HCS employees. This is a complicated issue. Updates to the student dress code are also being considered. Amanda will continue on the committee next year.

**Treasurer (Deb Stern)**

Deb shared the updated financials. Scholarships and spring concessions are still outstanding. Commissions this year are higher because organizations made more money and HCPTA covered bonuses.

Deb made a motion to reimburse Ann for her National PTA Convention registration fee of $190.00. Amanda seconded the motion and it passed unanimously.

**Treasurer candidate (Liz Boykin)**

It was determined that the previous applicant for the treasurer position was not a member of any local units in good standing at Huntsville City Schools. Further she has not been appropriately responsive to communications and has been a no-show for at least two meetings. Current HCPTA bylaws allow for the executive board to appoint a treasurer in an emergency situation. Liz shared an application for the open treasurer position electronically from Alexandria Roberson. She currently serves on the Williams PTA board. After review of her application the HCPTA executive board voted to appoint Alexandria Roberson as treasurer for the 2019-2020 school year unanimously. Liz will notify her of the appointment and schedule a meeting.

**Secretary – (Preeti Francis)**

Nothing to report.

**Technology Chair (Mark Torstenson)**

Mark is working on uploading pictures from the awards banquet to our website. He is also going to create a separate jot form for the local unit officer form. The transition to MemberHub has resulted in HCPTA not having timely access to this information.

**President (Liz Boykin)**

P-8 Schools – AAA, Morris, ASFL, and Whitesburg will stay as one PTA at least for the 2019-2020 school year. Liz has not received a response from Mt. Gap and Chapman. Donna Russell has confirmed that there were not be a fee for these new PTAs to establish their 501©3 status as they will operate under the Alabama PTA umbrella. They will need a new EIN if they decide to separate.

Liz is working with the superintendent’s office to schedule our monthly meetings beginning in August.

Liz is also working on the monthly newsletter and would like feedback before it is published. She also shared the calendar and contact list and asked for review and feedback. The spring awards banquet date has been confirmed. We will determine at a later date whether a Fall Leadership Training is needed.

Liz shared last year’s Plan of Action which should be submitted to Alabama PTA and asked for feedback. New name tags for Sally, Liz, Shatika and Alexandria will be ordered.

The next meeting is scheduled for Friday, July 19th at the Airport Road Panera at 8am.

The meeting was adjourned at 9:16 am.

Submitted by Preeti Francis, HCPTA Secretary