# Name of PTA

# Regular/Board Meeting Agenda

[Click to select date]

1. Call to order
   1. Facilitated by:
   2. Type: Regular Board Special
   3. Time & Date meeting Started:
   4. Location:
2. Attendance
   1. Conducted by:
   2. Officer’s Present
   3. Quorum Established *(board=majority /regular=10 people)*
3. Approval of minutes from last meeting
   1. Read by
   2. Minutes approved as read or approved as corrected
   3. Corrections
4. Treasurer’s Report
   1. Given by:
   2. last balance:\_\_\_\_\_\_\_\_\_ and date\_\_\_\_\_\_
   3. Money In: \_\_\_\_\_\_\_\_\_ for:
   4. Money Out: \_\_\_\_\_\_\_\_ For:
   5. Balance as of \_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_
5. Principal and Committee Reports
   1. Principal’s Report
   2. Membership Report
   3. Other Committee Report
6. Open issues
7. New business
8. Next meeting

Date \_\_\_\_\_ Time \_\_\_\_\_ Place\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Adjournment

Adjourned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_

Motions: (person presenting motion) moved that the (motion being presented).

Motion passed by majority, tabled for future discussion, failed majority no.