



## Sample Meeting Minutes

Minutes of  
The ABC Middle School PTA  
General Membership Meeting

September 2014

PTA President Richard Roe called the meeting to order at 7:00 p.m. A quorum was established with more than 60 PTA members in attendance.

PTA Treasurer Betsy Bow reviewed the budget. There was a motion to approve the budget. The budget was approved by the majority.

Membership Chair Lois Lane reviewed the results of the Back-to-School membership drive. She reported that 30 new members joined during the drive, many of whom were parents bringing their children to start their very first day of school.

President Roe called for volunteers to help plan and run the winter holiday fundraiser. He introduced June Jones, the chair of the winter fundraiser. June Jones said the theme for this year's fundraiser would be "Tech the Halls" and would have electronic and futuristic decorations and activities. Jones named the various tasks that were available for volunteering and explained the process for signing up to volunteer. She mentioned that the fundraising goal was \$5,000. Reflections Committee Chair Donna Doe talked about the Reflections contest, explaining the theme and how to get involved.

Health and Wellness Chair, Jim Halloway, moved on behalf of the Health and Wellness Committee to contract with "Mr. Body" to provide an assembly this Spring. Jim said the assembly focused on healthy eating and lots of physical activity, it met the parameters in the Committee's work plan, and it falls within the budget approved by the board for the committee. Motion did not need a second as it came from committee. Motion carried.

Principal Sandi Silo thanked everyone for coming and invited people to join her for her monthly coffees.

President Roe thanked all for coming and invited everyone to the upcoming Family Swim Night. The meeting adjourned at 7:45 p.m.

Prepared by Jane Johnson  
Recording Secretary