



JENNIFER VARGO

Recording Secretary

DUTIES

- Keeps all meeting minutes
- Creates and maintains District Master Calendar
- Maintains permanent records of First District PTA
- Collects and submits all Council and Unit Annual Historian Reports
- Submits District Annual Historian Report to CAPTA



1008 S. Eight Street
Moor Field
Alhambra, CA 91801



Secretary@PTA1.org



(626) 318-0940



PTA1.org





Secretary – Key Takeaways

- The secretary has four main roles: 1) take minutes, 2) co-sign formal papers with the president, 3) maintain and preserve PTA records, 4) handle PTA correspondence as directed by the president.
- Other responsibilities might be to send meeting notices, help prepare the agenda, present a board report and move the adoption of board recommendations at association meetings, prepare a list of unfinished business for the president to follow up on, and notify officers and committee members of their election or appointment.
- Your bylaws and standing rules contain the specific job description for the secretary of your PTA. Presidents should work with their secretary to make sure they are aware of their specific responsibilities.
- PTA minutes should: follow the agenda; state what was done, not what was said; be concise and complete; be accurate.
- PTA minutes are produced only for members and are not for public distribution. They should not be posted on any website, on social media, or in a newsletter in their entirety. For association meetings, you can provide a summary of the minutes that highlights the main actions taken at the meeting for use online or in school newsletters.
- Presidents can appoint a committee, ideally three people, to approve minutes during the term. This helps to save time at a meeting. Committee members must be members of the group involved in the meeting (board or association).
- Minutes are legal documents and must be kept as a permanent record of the association.
 - At the end of the term, the master copy of the minutes, from the board and association meetings, should be bound and passed on to their successor.
 - Alternately, your minutes can be stored electronically, as long as they are secure, IN A MANNER IN WHICH THEY CANNOT BE ALTERED (i.e., read-only and password protected). Your PTA must have exclusive access and maintenance of the cloud storage or external hard drive where the minutes are stored. The storage must NOT be accessible by the general public. Method of storage must be voted upon by the executive board and your association. Make sure that future boards have information on how to access them.

Adapted from <http://toolkit.capta.org/job-descriptions/secretary/> and CAPTA Convention Workshop

PTA MEETING MINUTES

The minutes should be accurate and concise.

SHOULD CONTAIN	EXAMPLE
HEADER: Name of association, date, place and type of meeting (association, executive board, or special).	Sunshine Elementary PTA, Association Meeting, Monday, May 18, 2020 6:30 PM, Sunshine Elementary Library
CALL TO ORDER: Note name and title of presiding officer and time the meeting was called to order.	Mary Brown, president, called the meeting to order at 6:30 PM.
OPENING CEREMONIES: When the meeting is held in a public building, the Pledge of Allegiance should be recited. Other ceremonies are optional.	The Pledge of Allegiance was led by John Wilson. Jane Smith, historian, shared an inspiration message.
ATTENDANCE LIST: Include any pro-tem officers or visitors and note if quorum is present.	Mary Brown appointed Lisa Cho as parliamentary pro-tem. Courtesy seat was granted to Sam Smith. In attendance: Sign-in sheet attached – quorum was present.
DISPOSITION OF MINUTES of the previous meeting: Minutes are read at the next meeting or sent to committee for approval. They are approved ‘as written’ or ‘as corrected’, with a list of the corrections.	The minutes of the June 1, 2022, meeting were approved (by committee) as written. OR The minutes of the June 1, 2022, meeting were approved (by committee) as corrected. Corrections include...
TREASURER’S REPORT: Should contain the balance on hand, receipts, and disbursements for ALL PTA accounts. A statement is required to list the beginning and ending balance; receipts totaled and disbursements totaled.	John Jones, treasurer, reported the balance on hand as of May 1, 2022, was \$1,234.56. Receipts totaled \$789.00; disbursements totaled \$987.65. Balance on hand as of June 1, 2022, is \$1,035.91. <i>(Entire report should be written in the minutes or attached to the master copy of the minutes.)</i>
PRESENTATION OF BILLS: Approval of the budget DOES NOT authorize the expenditure of funds. Bills must be presented and payment must be voted upon by the association. Bills should be itemized as to the amount, the payee, and the purpose of payment.	MOTION: John Jones, treasurer, moved to pay bills in the amount of \$1,272.01. Motion seconded. Motion ADOPTED. <i>(An itemized list of bills should be written into the minutes or attached as a report.)</i>
REPORTS OF OFFICERS AND CHAIRMEN: Reports should be summarized. Written detailed reports should be filed in the chairman’s procedure book and attached to the master copy of the minutes.	Community Concerns chairman, Maria Garcia, reported that the Internet Safety presentation held on May 25, 2020, was a success.
MOTIONS: Record final, amended motions, including the name of the maker and whether the motion was adopted or defeated. Do NOT include the name of the person seconding the motion, any discussion, amendments that don’t pass, or motions that are withdrawn.	MOTION: Evelyn Brown moved that the Sunshine PTA conduct a survey of the members about programs parents would like the PTA to provide. Motion seconded. Motion ADOPTED.
PROGRAM: List name and title of speaker and type of program.	Louis Gray, program chairman, introduced the speaker, Sgt. Ed Collins, from the Sheriff’s Department. Sgt. Collins presented information about Internet Safety for children.
ANNOUNCEMENTS: These are detailed in the minutes, but not read.	List the announcements that were made.
ADJOURNMENT: Time of Adjournment of the meeting.	The meeting was adjourned by President Mary Brown at 7:30 PM.
SIGNATURE: Secretary’s signature, and committee members’ signatures, if applicable.	Sign name, title and note date approved. Obtain signatures of committee members, if applicable.

Sunshine Elementary



everychild.one voice.®

SAMPLE

Association Meeting MINUTES (Quorum 16)

Monday, May 18, 2020 | 6:30 PM

Sunshine Elementary Library

In attendance: Sign-in sheet attached – quorum was present.

Mary Brown, president, called the meeting to order at 6:30 p.m. Boy Scout Troop 1234 presented the colors and led the Pledge of Allegiance.

Carol Black moved to adopt the agenda. Motion seconded. **Motion ADOPTED.**

Approval of Minutes – Phoebe Hearst

The minutes of the April 20, 2020 meeting were approved as written.

Phoebe Hearst, secretary, presented the executive board report:

- Fundraising companies were considered.
- Board recommendation: Phoebe Hearst moved on recommendation of the executive board that Sunshine Elementary PTA enter into a contract with Popcornopolis for the fall fundraiser. **Motion ADOPTED.**

Treasurer's Report & Presentation of Bills – Frank Green

Frank Green presented the treasurer's report for April 17, 2020 – May 14, 2020 [Attached].

	CHECKING	SAVINGS
Balance on Hand 04/17/2020	\$ 2,800.00	\$7,000.00
Total Deposits	500.00	2.00
Total Disbursements	(499.00)	(0.00)
Balance on Hand 05/14/2020	\$ 2,801.00	\$ 7,002.00

Frank Green moved to ratify payment of check #'s 1000 –1002 totaling \$ 499.00. Motion seconded. **Motion ADOPTED.**

Frank Green moved to pay Circus Book Fairs \$600.00 for book fair expenses. Motion seconded. **Motion ADOPTED.**

Frank Green moved to adopt the 2020 - 2021 Sunshine Elementary PTA budget [Attached]. Motion seconded. **Motion ADOPTED.**

Officer Reports

Carol Black, fundraising vice president, reported consideration of fundraising companies for the spring fundraiser.

John Taylor, family engagement committee chairman, moved that Sunshine Elementary PTA sponsor a multi-culture pot luck dinner in November in the school multipurpose room. Motion seconded. **Motion ADOPTED.**

John Taylor introduced Dr. William White who presented a program on how to increase family involvement at school.

Announcements

Mary Brown announced the next association meeting will be August 15 in the school library at 6:30 pm.

The president invited all to partake in refreshments.

The meeting adjourned at 7:30 p.m.

Phoebe Hearst

Phoebe Hearst, Secretary

August 15, 2020

Date approved

Historian

Historian Responsibilities:

- Captures, assembles, and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the PTA Annual Historian Report to council/district PTA
- Reads the Annual Historian Report total hours into the minutes of the last association meeting of the year
- Provides copies of the Annual Historian Report for the secretary's minutes, the historian procedure book and, if applicable, president's memory book
- Displays or presents brief overview of PTA year at meeting near the end of the school year

FAQs:

Why do historians collect volunteer hours for a PTA?

Volunteer hours are collected and reported to maintain PTA's federal tax exemption status. As a non-profit 501(c)(3) organization, PTA must receive 1/3 (one-third) of its support from the general public. The recorded hours from volunteers are proof of this. They are also used in advocating on behalf of children and as information in grant writing.

How do I collect volunteer hours?

Start to collect and tally all of your members' hours from the beginning of the PTA year. Consider using a sign in or tally sheet at PTA events and meetings for everyone to use to report their volunteer hours each month. To meet the due date for the PTA Unit-Annual Historian Report in your PTA council/district, usually in April/May, remind your members to project their volunteer hours through June 30 of the reporting year.

Does your PTA have a board member or chairman who serves as volunteer coordinator or does each event/activity chairperson find their own volunteers? If you have a designated volunteer coordinator, you can work with that person to communicate to your volunteer base.

You can also work with the event/activity chairs to find a system for reporting hours that works for you. If your PTA provides classroom volunteers (elementary school, usually), then perhaps you can work with the school office staff to have a PTA log book in the front office for room parents to record their campus hours.

How to Showcase your PTA History

The historian is sometimes responsible for preserving a record of the activities and achievements of your PTA in the year you serve. Check your unit bylaws and/or standing rules to determine if this applies to your position. If so, here are some ways you can showcase your PTA's work:

- Take lots of photos at PTA events
- Set up a display board to highlight your PTA activities in your school's hall/office
- Share your PTA History at Back-to-School Night, staff luncheons and community events
- Present 'mock' check to your school board to show dollar value of volunteer hours at end of school year (You can find how much volunteer hours are worth by Googling "Value of Volunteer Time" and look for figures from Independent Sector.)
- Collaborate with Founders Day Chairman to promote PTA History
- Create a President's Memory Book to present at end of term
- Send out press releases to local media of your events

Adapted from <http://toolkit.capta.org/job-descriptions/historian/>

Are You Tracking Your PTA's Volunteer Hours?

All PTAs are required to keep track of their volunteer hours. These hours are a record of how much PTA members contribute to the school and the community. As a non-profit organization, volunteer hours are collected and reported to maintain PTA's federal tax exemption status.



What types of activities should you keep track of?

Administrative tasks

Phone calls

Travel time

Meetings:

- General Membership meetings
- Executive Board meetings
- Meetings with administrators or teachers having to do with PTA
- School district or school board meetings that you attend as a representative of PTA
- Any other meetings attended for PTA purposes

Writing:

- Meeting agendas
- Minutes
- Treasurer's reports
- Chair/VP reports

Preparation for:

- Meetings
- Events
- Phone calls/emails

Event tasks

Set-up/Clean-up

Actual event

Shopping for event/activity

Thinking PTA

Promoting PTA to friends and acquaintances

Volunteering at school for PTA administered programs

Email conversations

Attending

California State PTA Convention

National Convention

Council/District trainings

Legislation activities/conferences

If PTA asks you to do it, count it toward your volunteer hours.

The Annual Historian Report Form is used to report your volunteer hours. **This is a required report that must be submitted by PTA Units, Councils and Districts.**

Adapted from <http://toolkit.capta.org/job-descriptions/historian/>

Historian Report Forms

Every PTA is required to prepare an Annual Historian Report. Information from these reports is compiled and forwarded to the California State PTA **through channels**.

Each historian, or someone designated by the president, shall prepare the Annual Historian Report. However, final responsibility remains with each president to see that the report is completed and submitted in accordance with due dates established by the California State PTA. Contact your council or district PTA for the due dates for reports.

Annual Unit and Council Historian Report Forms

The Annual [Unit Historian Report Form](#) includes instructions to document pertinent information and volunteer hour totals from *July 1 and projected through June 30 of the following year*. The volunteer hour numbers are used to raise the awareness of legislators, school, and community personnel.

The volunteer hours must be totaled before the end of most school or PTA terms in order for the state office to process the information. Unit and council volunteers should project ahead and estimate as closely as possible the number of hours they will spend in PTA activities through June 30.

The district PTA report is due in the California State PTA office no later than June 1 each year. **Councils and units must set due dates to allow for adequate time for their reports to be received by the district PTA, in order that all hours may be tallied and totals submitted on the district PTA report.**

Councils should attach one copy of each unit's submitted report and send them to First District PTA, along with the Annual [Council Historian Report Form](#). Out-of-council units should submit their reports directly to First District. District PTAs should send the collected information to meet the state due date and continue to collect any reports outstanding from as many units and councils as possible.

Annual Historian Report Forms are available online at CAPTA.org and at PTA1.org.

DUE DATES

UNIT PTAs (In-Council)

Send your reports to your council historians by your council's due date.

COUNCIL PTAs and OUT-OF-COUNCIL UNIT PTAs

Your reports are due to First District PTA at the **April First District Association meeting.**

PTA COUNCIL – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, _____

Instructions:

Complete this form and file it in your Historian's procedure book.

Make 2 copies of your completed form:

- Give 1 copy to your council secretary to file with the minutes.
- Send 1 copy to your PTA district. Check your district due date.

Tips – Reporting Volunteer Hours:

Total your council and units volunteer hours projected to June 30

Remember to include time spent by your members involved in:

- PTA activities benefiting children.
- Unit, council, district, state and National PTA programs, projects and training.
- PTA-related meetings as well as travel, phone, email and paperwork time.

Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

COUNCIL INFORMATION *(Please Print)*

Council PTA Name: _____

Number of Units in Council: _____

Units Reporting _____ (_____%)

District PTA Number/Name: _____

State PTA Identification #: _____

See bylaws or mailing labels from State PTA for ID number

Report Completed by: ☐ Historian ☐ President ☐ Other

Name: _____

Street Address: _____

City/Zip: _____

Phone #: _____ Email: _____

President's Name: _____

President's Signature: _____

DATE: _____

TOTAL VOLUNTEER HOURS REPORTED = _____

COUNCIL = _____

UNITS = _____

GRAND TOTAL – VOLUNTEER HOURS REPORTED = _____

PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, _____

Instructions:

Complete this form and file it in your Historian's procedure book

Make 2 copies of your completed form:

- Give 1 copy to your unit secretary to file with the minutes.
- Send 1 copy – through channels – to your PTA council/district.

Check your council/district due date.

Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

Tips – Reporting Volunteer Hours:

Total your unit's volunteer hours projected to June 30

Remember to include time spent by your members involved in:

- PTA activities benefiting children.
- Unit, council, district, state and National PTA programs, projects and training.
- PTA-related meetings as well as travel, phone, email and paperwork time.

UNIT INFORMATION *(Please Print)*

PTA/PTSA Name: _____

☐ Preschool ☐ Elementary School ☐ Jr./Middle School ☐ High School ☐ Other

District PTA Number/Name: _____

State PTA Identification #: _____

See bylaws or mailing labels from State PTA for ID number

Report Completed by: ☐ Historian ☐ President ☐ Other

Name: _____

Street Address: _____

City/Zip: _____

Phone #: _____ Email: _____

President's Name: _____

President's Signature: _____

DATE: _____

TOTAL VOLUNTEER HOURS REPORTED = _____

03/2012

VOLUNTEER TALLY SHEET

NAME OF PTA VOLUNTEER	VOLUNTEER HOURS												TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
TOTAL													