



Recording Secretary Workshop

Minutes Make the Meeting

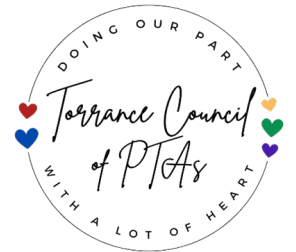
SPRING TRAINING - MAY 2024

Sumi Arnheim ~ Recording Secretary 24-25
recordingsec@torrancecouncilofptas.org
Torrance Council of PTAs

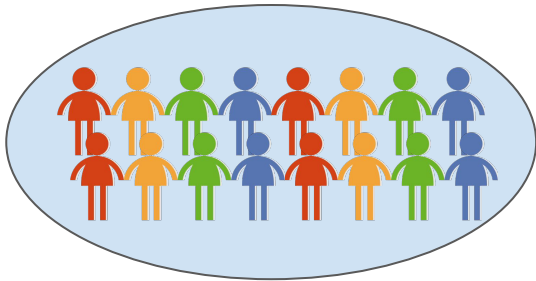
Alma Reyes-Thomas ~ "Recording Secretary Pro Tem"

Objectives:

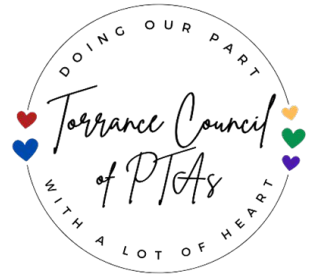
- Identify the basic roles and responsibilities of a Unit's PTA Recording Secretary
- Recognize what belongs in the minutes
- Understand the importance of the minutes and record retention



Vocabulary: **Unit** - Like-minded group of individuals based in a school PTA/PTSA.

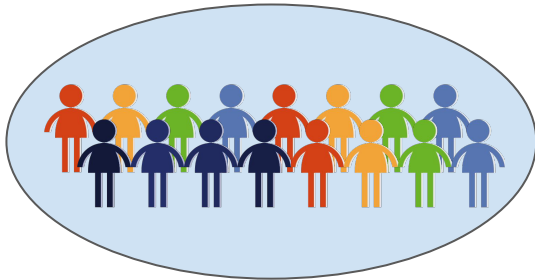


Unit

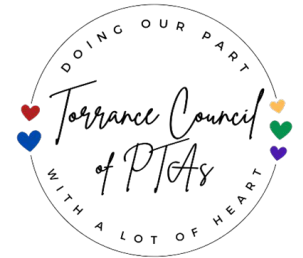


Vocabulary: **Unit** - Like-minded group of individuals based in a school PTA/PTSA.

Board - **Elected** PTA leaders of the unit & Chairs



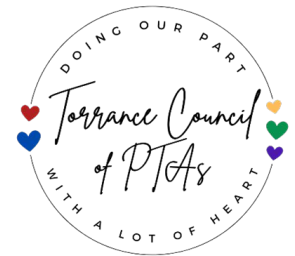
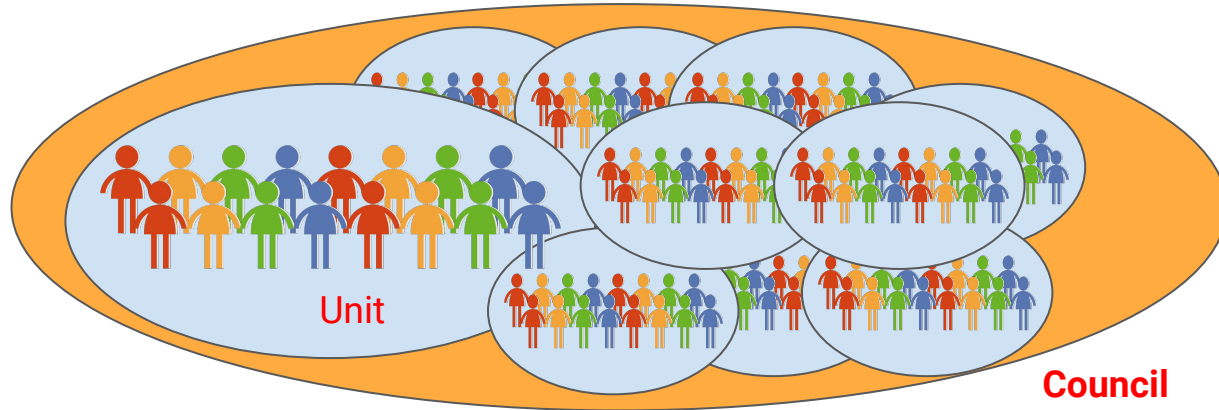
Unit



Vocabulary:

Unit

Torrance Council - Made up of the 30 PTAs & PTAs in the Torrance Unified School District

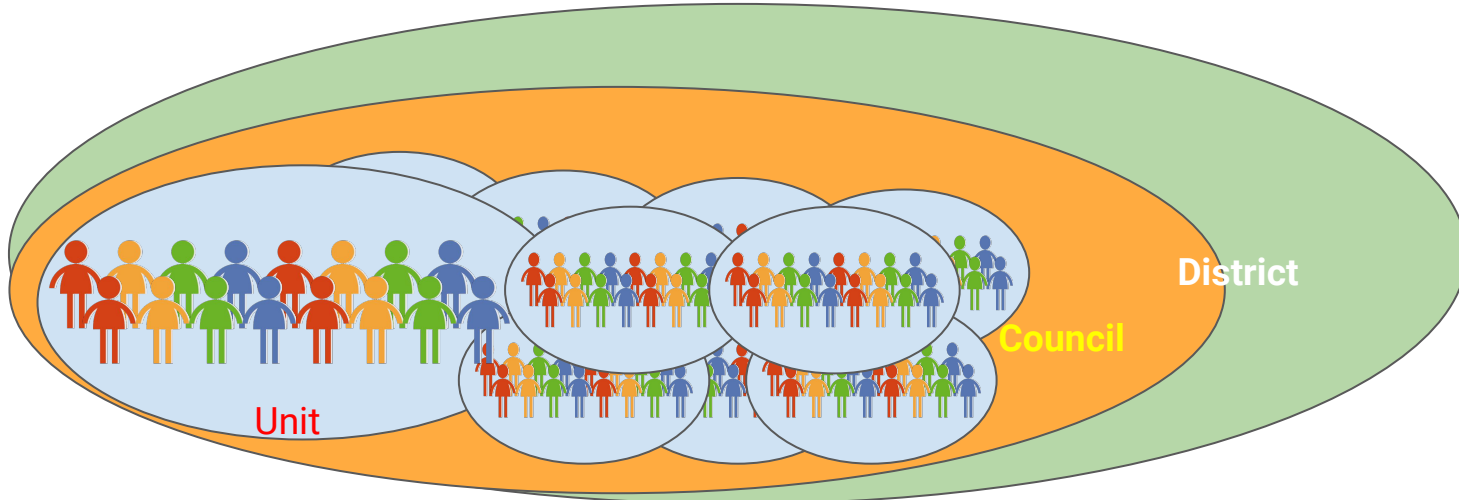
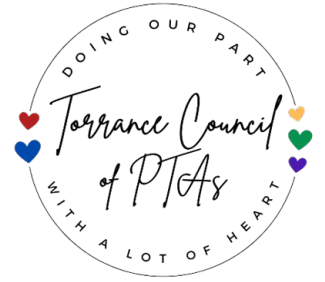


Vocabulary:

Unit

Torrance Council - AKA, Council or TCPTA

Thirty-third District - AKA, District or Thirty-Third



Vocabulary:

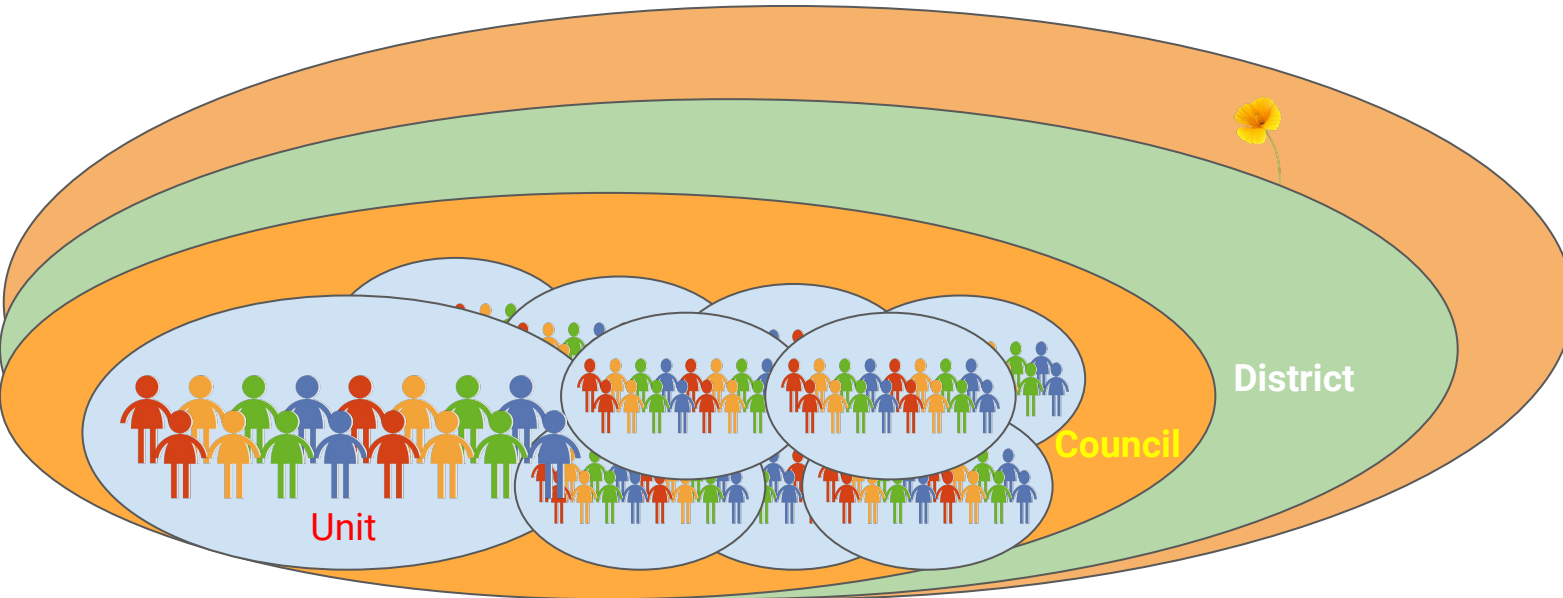
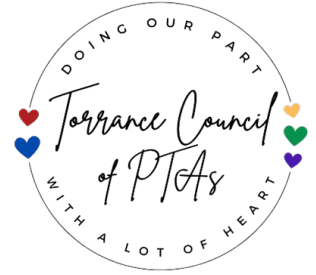
Unit

Torrance Council - AKA, Council or TCPTA

Thirty-third District- AKA, District or 33rd

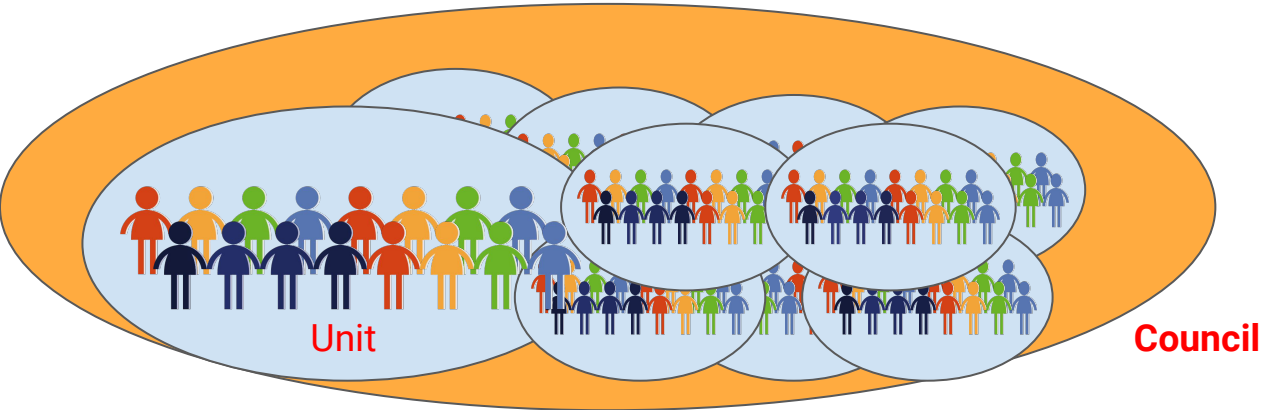


California State PTA- AKA, CAPTA



Vocabulary: Unit

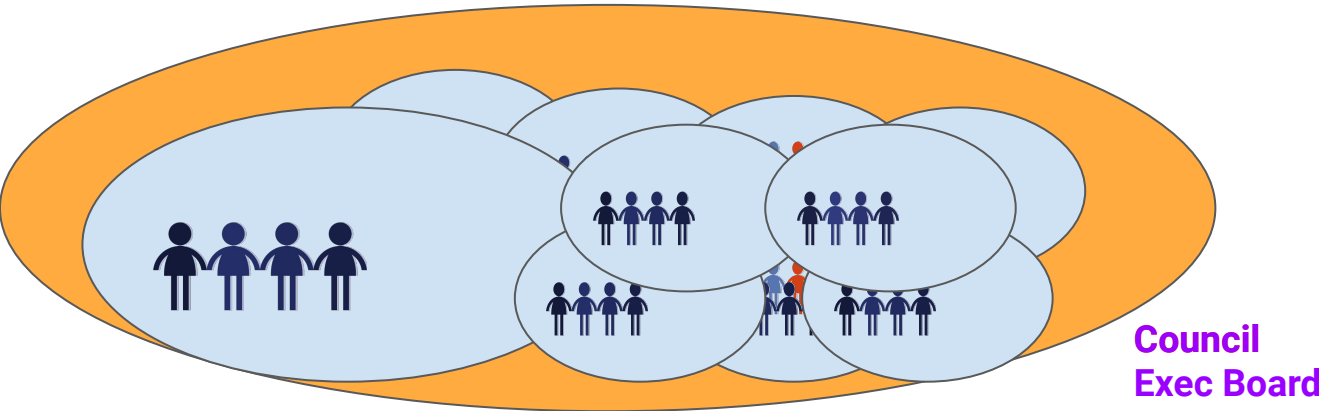
Torrance Council **Association** - is made up of the President from each school **AND** two alternates/delegates (*usually from the Board*)



Vocabulary: Unit

Torrance Council Association - is made up of the President from each school **AND** two alternates/delegates (*usually from the Board*)

Torrance Council Executive Board - is made up of the President from each school plus **or** an alternate/delegate (monthly meetings)

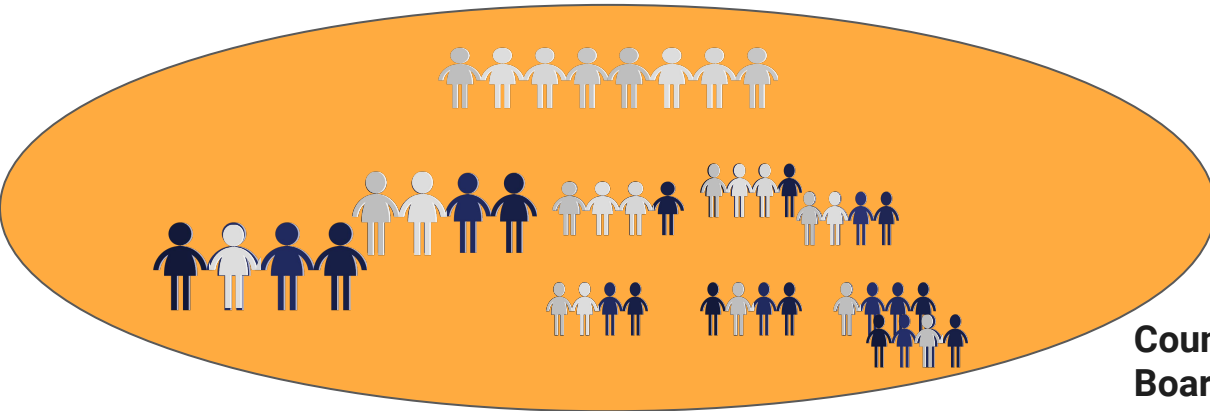


Vocabulary: Unit

Torrance Council Association - is made up of the President from each school AND two alternates/delegates (*usually from the Board*)

Torrance Council Executive Board - is made up of the President from each school plus **or** an alternate/delegate (monthly meetings)

Torrance Council Board of Directors - is an elected group of Executive Board members. (monthly meetings)



Council
Board of Directors



Resources

- YOUR Unit's assigned MENTOR: [Mentors | Torrance Council of PTAs](#)

<https://www.torrancecouncilofptas.org/mentor-training>

- Sumi Arnheim, TCPTA Recording Secretary
recordingsec@torrancecouncilofptas.org

310-594-4792

Basic Responsibilities of a Recording Secretary

- Prepare for meetings
- Take minutes
- Post-meeting follow through



Prepare *Before* Meetings

- Send out the meeting notice (if there's no Corresponding Secretary)
Via flyers, email, social media, etc...
- Work with the president and others to develop the agenda
- Before the meeting send out copies before the meeting of any necessary documents including the:
 - minutes from the previous meeting
 - Agenda of the meeting
 - Financials
 - Event Planning Worksheets or any other documents



Sample Agenda

[Name of Organization]



[Location]

Call to Order: [Time], [Name], President

Roll Call (if customary) & Quorum

Adoption of Agenda

Approval of Minutes - [Name] Secretary

Reports of officers, chair and administrator:

- President
- Vice President
- Committee Chair

Training - Recording Secretary Workshop

Financial Reports/Treasurer

Unfinished Business

New Business

Announcements

Program (if a program or speaker is planned for the meeting)

Adjournment



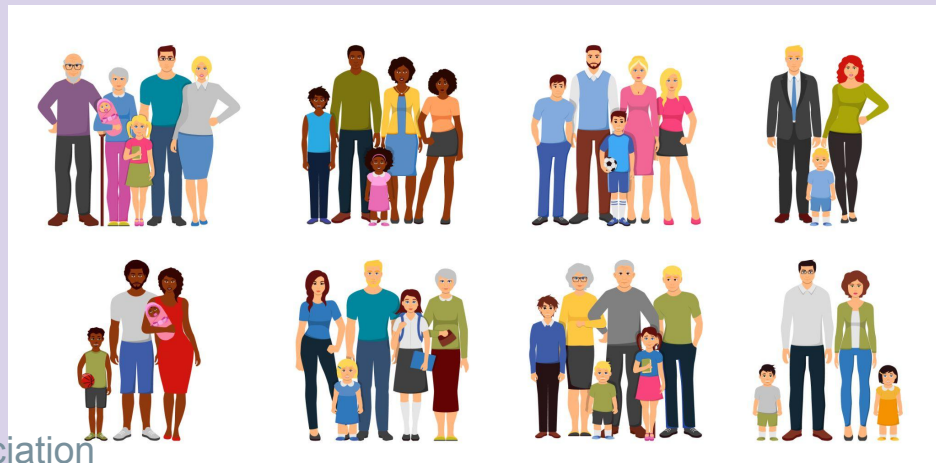
Take to Meetings:

- Bylaws and standing rules
- Meeting agenda
- Minutes from previous meeting
- Correspondence received
- List of unfinished business
- List of committees, including chairs and members
- Membership list
- Motion forms
- Ballots of paper for voting
- Latest edition of *Robert's Rules of Order*
 - Dictionary
 - Calendar
- Materials for note/minute taking in case of technical emergency



At the Meeting

- Take attendance
 - Verify quorum
- Present minutes
- *Present recommendations*
 - communications addressed to the association
- Take minutes
- Count votes
- Be a voting member of the board



Taking the Minutes

- State what was done, not what was said
- Be brief and factual
- Be accurate
- Record the final, amended motions
- Work off of the agenda



Taking the Minutes

Minutes should include:

- Name of your PTA
- Type of meeting
- Date, time, and place of meeting
- Time called to order
- Name & title of presiding officer
- Any pro tem officers
- Quorum
- Adoption of agenda
- Approval of minutes
- Treasurer's report
- Financial reports
- Summary of reports
- **Motions; maker and outcome**
- Unfinished business
- New business
- Announcements
- Time of adjournment
- Signature of secretary



Sample Motion Form

Date: _____



Motion#: _____

I MOVE THAT or I MOVE TO

Meeting: Regular - Special - Executive Board - Association - Committee

Maker of the Motion: _____

Seconded: _____

Motion Disposition: - Adopted - Failed



Sample Motion Form



https://docs.google.com/forms/d/11GmaBvSjRK2kqJauQDGTx_Hj7J66uDU3trmlwA2Vg-Y/edit

Fall Training - Recording Secretary Workshop



Example of Minutes



**Torrance Council of PTAs
Association Meeting Minutes
October 6, 2021
Zoom-Teleconference**

Meeting was called to order by President Terry Ragins at 9:32 AM.

Attendance: As listed on attached spreadsheet.
Excused Absences: Mary Scharpf, TCPTA Treasurer

Guests/Courtesy Seats: Quorum met.

Recording Secretary— Alma Reyes-Thomas; tcptarecsec@gmail.com
Minutes from June 2, 2021 In/Out Association Meeting, emailed out and posted in Assoc Meeting Drive.
Minutes approved as presented and filed for audit.

Recording Secretary presented recommendations to the Association:
Including all recommendations and motions since previous Associations Meeting, 6/2/21, as listed:

Recommendations are from motions approved at BOD 8/18/21

1. That TCPTA add School Board Liaison position to the Executive Board in the TCPTA Standing Rules to be placed under 4th VP, Director of Community Services.

Recommendations from motions approved at Exec Board 9/1/21

2. That TCPTA ratify the appointment of Kyla Adams and Denise Spellman as Convention Co-chairs for the 2021-2022 TCPTA BOD for the school year.
3. That TCPTA ratify the appointment of Denise Spellman as the Unit and Council Scholarship Co chair for the 2021-2022 TCPTA BOD for the school year.



**Torrance Council of PTAs
Board of Directors Meeting Minutes
October 27, 2021
Levy Adult School, Room 20
3420 W 229th St., Torrance, CA 90505**

Meeting called to order: by TCPTA President Terry Ragins at 9:38AM

Board of Directors Members Present:

Sumi Arnheim - 5th VP, Shanie Asato - Financial Secretary, Judy Briggs - 3rd VP, Amanda Gutierrez - 6th VP, Jan Hirata - 1st VP, Cayme Momita - 7th VP, Kerri Narasaki - Historian, Jessica Nguyen - 9th VP Budget and Finance, Terry Ragins - President, Alma Reyes-Thomas - Recording Secretary, Jennifer Ruste - Auditor, Mary Scharpf - Treasurer, Cindy Shields - 2nd VP, Denise Spellman - 4th VP, Tim Stowe - TUSD Advisor, Michelle VanLerberghe - Parliamentarian.

Excused absences: Shari Kaku and Nannette Nolan Quorum: met

Introductions – quick ice-breaker & team builder.

Recording Secretary — Alma Reyes-Thomas: Presented the October Board of Directors minutes. Approved as corrected: "Sound End" was written down instead of "South End". Filed for audit.



Taking the Minutes

DO NOT put these into the minutes:

- Opinions
- Judgemental phrases
- Motions that are withdrawn
- Separate amendments
- Flowery language
- Detailed reports
- Transcript of the meeting
- Discussion of others
- Name of who seconds the motion

Training - Recording Secretary Workshop



Taking the Minutes

Minutes should include:

- Name of your PTA
- Type of meeting
- Date, time, and place of meeting
- Time called to order
- Name & title of presiding officer
- Any pro tem officers
- Quorum
- Adoption of agenda
- Approval of minutes
- Treasurer's report
- Financial reports
- Summary of reports
- **Motions; maker and outcome**
- Unfinished business
- New business
- Announcements
- Time of adjournment
- Signature of secretary



After the Meeting

- Type up the minutes
- Collect all of the materials distributed at the meeting
- Provide a draft of the minutes for review prior to the next meeting
- When minutes are approved, write “approved as presented/corrected” and date and sign the minutes
- File the approved minutes and provide a copy to the president
- Only the group that created the minutes can approve/change them
- Bind the minutes



Correcting the Minutes

Sunshine PTA

Association Meeting

January 1, 2022 at 6pm

Sunshine Library

President Jane Doe called the meeting to order at 6:00 p.m.

Attendance was taken and the quorum was met.

Vice President Joe Schmoe led attendees in the Pledge Of Allegiance and the reciting of the mission statement of the Sunshine PTA.

The minutes from the December 1, 2021 meeting were approved as presented.

* Sue
2/4/22 *cm*

Treasurer **Susie** Brown presented the treasurer's report.....



Fall Training - Recording Secretary Workshop

After Meetings - Binding Minutes

What gets bound?

- The minutes you take - After they are approved AND you sign and date them
- Treasurer's report
- The **adopted** budget
- The **adopted** calendar
- Copies of tax filings
- **Adopted** audit report
- Bylaws and standing rules
- Copies of all committee reports/minutes
- Any other documents pertaining to the business of the association which are provided, voted on, or supplied as information for motions during meetings



After Meetings - Binding the Minutes

Option 1

Traditional Binding

1. Print off the documents to be bound
2. Sign them as needed
3. Prepare a cover sheet
4. Pay to have them bound at an office supply store or print shop

Option 2

DIY Binding

1. Print off the documents to be bound
2. Sign them as needed
3. Prepare a cover sheet
4. Glue those pages into a bound book

Option 3

Digital Binding

1. Sign the minutes digitally (or sign and then upload)
2. Save the minutes as PDF with your digital signature.
3. Put the minutes into a file in a PTA owned drive that is password protected. (i.e. google drive)



Review

- The secretary works closely with the president and the board
- Minutes are legal documents and must be kept as a permanent record of the association
- Minutes should contain notes on actions, not what is said
- Approved minutes should be placed in the official file and made available as appropriate
- The bylaws and standing rules have the specific description for the secretary of your PTA
- The secretary is the recorder, correspondent, and record maintainer of the PTA board



Local Resources

- YOUR Unit's assigned MENTOR: [Mentors -- Torrance Council of PTAs](#)
- Sumi Arnheim - TCPTA Recording Secretary
recordingsec@torrancecouncilofptas.org

310-594-4792

Resources

- California State PTA
[Capta.org](http://capta.org)
- National PTA
[Pta.org](http://pta.org)
- California PTA Toolkit
<http://toolkit.capta.org/job-descriptions/secretary/>
- Thirty-Third District PTA: 33rdpta.org
- Torrance Council of PTAs:
<https://www.torrancecouncilofptas.org/>

Questions? Comments? Concerns?





THANK YOU!

For attending and for all that
you do in your community

PTA[®]
everychild.onevoice.[®]

Fall Training - Recording Secretary Workshop