

\_\_\_\_\_  
*PTA*  
**Date Board Meeting Minutes**

Address, Torrance, CA 90505  
Location—Room #, Cafeteria, etc

\_\_\_\_\_, President called the meeting to order at time.  
Quorum was/was not met.

Attendance: (list in alphabetical order)

Excused Absences: List any

Guests or Courtesy seats: List

Agenda adopted as printed or corrected.

\_\_\_\_\_, Recording Secretary reported:

\_\_\_\_\_ presented the minutes from the date meeting. Minutes will be filed for audit as printed or corrected.

Adele Kaplan's motion was recorded incorrectly. The corrected motion includes Ann Cooper, not Adele Kaplan as previously stated. The motion should read:

**Motion:** *Adele Kaplan moved that we send Cindy Shields, **Ann Cooper** and Keith Musick to Thirty-Third District's Annual meeting at a cost of \$20 per person*

**Adopted**

\_\_\_\_\_, Corresponding secretary reported:

\_\_\_\_\_, President discussed the following:

\_\_\_\_\_, Executive Vice President discussed the following:

Director's Reports:

\_\_\_\_\_, 1<sup>st</sup> Vice President, in charge of Programs discussed the following:

\_\_\_\_\_, 2<sup>nd</sup> Vice President in charge of Ways & Means discussed the following:

\_\_\_\_\_, 3<sup>rd</sup> Vice President in charge of Membership discussed the following:

\_\_\_\_\_, 4<sup>th</sup> Vice President in charge of Hospitality reported the following:

\_\_\_\_\_, Historian reported/had nothing to report.

\_\_\_\_\_, Parliamentarian discussed the following:

\_\_\_\_\_, Financial Secretary discussed the following:

\_\_\_\_\_ presented the date budget report (attached)

Balance on hand as of 7/01/19	\$
Total Receipts	\$
Total Disbursements	\$

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Balance on hand as of \_\_\_\_\_ \$  
Total Membership 2019-2020 \_\_\_\_\_  
Traditional \_\_\_\_\_  
Totem \_\_\_\_\_  
Date budget report will be filed for audit

**Motion:** \_\_\_\_\_ moved to approve the payment of checks # \_\_\_\_\_ to # \_\_\_\_\_ to pay the following bills as read:

Check #	To:	For	Amt.
			\$

**Seconded. Adopted.**

\_\_\_\_\_, Treasurer discussed the following:

Balance on hand as of:  
Beginning balance date \$  
Total Receipts \$  
Total Disbursements \$  
Ending balance date \$  
Date Treasurer's report (attached) will be filed for audit.

**Motion:** \_\_\_\_\_ moved to ratify checks # \_\_\_\_\_ to # \_\_\_\_\_ as printed in the date Treasurer's Report.

**Seconded. Adopted.**

Audit dated \_\_\_\_\_ covering the period of January 1, 2019 to June 30, 2019

\_\_\_\_\_, Auditor reported:

\_\_\_\_\_ has examined the financial records of the treasurer of \_\_\_\_\_ PTA/PTSA and found them correct.

**Motion:** \_\_\_\_\_ moved to adopt the date audit, covering the period of January 1, 2019 to June 30, 2019 as presented.

**Seconded. Adopted.**

Old Business: List or None

New Business: List or None

Next Board Meeting will be held on date at location at time.

Meeting was adjourned at time.

*Your Signature*

Your name, Recording Secretary

Minutes approved \_\_\_\_\_