**[YOUR PTA NAME]**

**Meeting Minutes**

[DATE] | [LOCATION] | [TIME]

**Call to Order**

* [PRESIDENT / MEETING CHAIR] called the meeting to order at [TIME}.
* Attendance:
  + A quorum [WAS / WAS NOT] established
  + [LIST OF ATTENDEES]

**Approval of Minutes**

* [PRIOR MEETING DATE] Executive Board meeting minutes were approved as [WRITTEN / CORRECTED].

**Treasurer’s Report**

* [BEGINNING / ENDING BALANCE]
* [TOTAL EXPENSES / TOTAL INCOME]
* The Treasurer’s report was filed.

**Unfinished Business**

* [ANYTHING THAT HAS BEEN DISCUSSED ALREADY, AND IS BEING DISCUSSED AGAIN, OR REQUIRES FURTHER ACTION]

**New Business**

* [ANYTHING THAT HAS NOT BEEN BROUGHT UP FOR DISCUSSION PRIOR TO THIS MEETING]

**Adjournment / Upcoming Events**

* Meeting Adjourned at [TIME]
* Next meeting is at [DATE, TIME, PLACE]
* Upcoming Events
  + [LIST OF UPCOMING EVENTS]

[NAME], Recording Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_ ( date) As Written Corrected (check one)