

Effective Meetings

Meeting Agenda Example

Sample Agenda from a General PTA Meeting:

ABC Middle School PTA General PTA Business Meeting
September 6, 20_____ 7:00 p.m.–8:00 p.m.

- I Call Meeting to Order
- II Approval of the Minutes
- III Reports of Officers (try to limit to 2-3 minutes of highlights, put the rest in writing for all to see)
 - o Treasurer's Report
 - o President's Report
 - o Membership Report
 - o Principal's Report
- IV Reports of Committees (same—2-3 minutes, in writing if more complicated)
 - o Back-to-School Picnic Chairperson
 - o Family Swim Night Chairperson
 - o Fundraising Chairperson
 - o Apparel Chairperson
- V Unfinished Business
 - o Dads and Donuts—Postponed this item at the last meeting. Discussion tonight regarding whether to have a Dads and Donuts morning this school year. Approximate cost is \$200, unless we can get business sponsors to donate donuts, juice, and paper products. Budget adjustment may be necessary.
- VI New Business
 - o Math Club (\$100 donation for supplies)—The Math Club requests six new calculators for an upcoming competition. The club has grown by 10 new students this year. Budget adjustment may be necessary.
 - o Ink cartridge recycling program—Smith Recycling has a program to recycle empty printer ink cartridges. We can earn money and/or choose items from their catalog to benefit the school. Do we want to add this fundraiser?
 - o Summer Leadership—We budgeted for 4 members to attend Summer Leadership this year. Selection is via nomination. 8 people have applied. Do we choose four, or do we adjust budget to accommodate more and then choose that number?
- VII Announcements
 - September 15—Swim Night
 - September 18—Apparel Sales Begin
 - September 21—Fundraiser Kick-Off
 - October 2—Breakfast with the Principal
 - October 4—PTA Meeting