

# Sample Minutes



Union Elementary PTA  
Board Meeting Minutes  
Tuesday, May 7, 2013, 2:00 PM  
Union Elementary School Media Room

Members Present: Sally Jones, Susan Longmore, Thomas Martin, Mary Jansen, Diane Day, Judy Millis, Abby Jackson, Colleen Baker, Dennis Morrison

Members Excused: Ruth Smith

Meeting Called to order by President at 2:00pm

Reverence/Thought: Susan Longmore

Pledge: Dennis Morrison

The agenda was reviewed and adopted as amended.

The minutes of the April board meeting were accepted as corrected.

Treasurer's Report: Given by Judy Millis.

- Balance in checking account, as of April, 2013, is \$745.00.
- New members this month—25.
- Income for PTA memberships is \$50.00.
- Expenditures:
  - PTA membership envelopes, \$10.00;
  - Health Fair expenses, \$247.50.

Health Commissioner Report: Given by Mary Jansen.

- Over 275 people attended the fair. This was a very successful event judging from the evaluations turned in. The attendees felt that the fair should be repeated again next year with an emphasis on home first-aid kits. Sally will turn in a procedure outline of the Health Fair at the next meeting.

Volunteer Coordinator Report: Given by Abby Jackson.

- Abby said that a few more volunteers are needed for the field day activities at the end of the month. The Clown Around Company can provide the dunking booth and other rented games at a savings of \$35.00.
- Motion by Abby Jackson: I move that we hire the Clown Around Company for our field day activities this year. Vote affirmative. Motion adopted.

Calendar of events for the month:

- May 27- June 1: Teacher Appreciation Week
- June 4: Field Day
- June 5: Sixth Grade Advancement

Meeting adjourned at 3:00 p.m.

Next meeting will be \_\_\_\_\_.

Minutes accepted: \_\_\_\_\_ (date)

\_\_\_\_\_(signature) \_\_\_\_\_ Printed Name & Title