



Sample Meeting Agenda

PTA: ABC Middle School PTA, General PTA Business Meeting

Date: September 6, 2014

Time: 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)
 - Treasurer's Report
 - President's Report
 - Membership Report
 - Principal's Report
- IV. Reports of Committees (same—2-3 minutes, in writing if more complicated)
 - Back-to-School Picnic Chairperson
 - Family Swim Night Chairperson
 - Fundraising Chairperson
 - Apparel Chairperson
- V. Unfinished Business
 - 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
 - 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.
 - 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?
- VII. Announcements
 - September 15—Swim Night
 - October 2—Breakfast with the Principal