

Meeting Minutes

SCHOOL NAME PTO

Date:

Location:

Meeting Called to Order By:

Time:

Attendance: Number of attendees

(Note: Some groups list the names of attendees. That's optional and not recommended by some attorneys. Legally, you must simply state whether or not a quorum is present.)

Minutes: Minutes of mm/dd/yyyy meeting read and accepted (or amended— if so, include details).

Officers' Reports

President: Name of speaker

Vice President: Name of speaker

Treasurer: Name of speaker. Treasurer's report read and accepted (or amended). Report attached.

Principal: Name of Speaker

Committee Reports

XXXX Committee: Name of speaker:

XXXX Committee: Name of speaker:

XXXX Committee: Name of speaker:

Old Business

Include key information and motions voted on. It's not necessary to include the details of the debate. You also don't need to include the names of people who make and second motions, but you may.

New Business

Announcements

Next meeting is mm/dd/yyyy at time, place

Meeting Adjourned At: Time

Minutes Compiled By: Name, Title