****Sample School PTA Executive Board Meeting Minutes**

**June 11, 2012, *Sample School Library***

*123 School Street, Chesterfield, Virginia 23832*

President Doe called the meeting to order at 7:01 pm. In attendance were:

Officers: Jane Doe, President, Mary Money, Treasurer, Jack Smith, VP Membership, Sally Smith, VP Ways & Means, Jill Jones, VP Programs, Mary Jones, Recording Secretary, John Smith, Corresponding Secretary

Joe Jones, Principal

Committee Chairs & Guests: Matt Smith, Julie Jones, Sandra Smith, Kelly Doe, Ann Teacher and Mary Smith, Assistant Principal.

All other officers and committee chairs were absent.

**Quorum Certification**

A quorum was established.

**Approval of Minutes**

The minutes from the May 9, 2012 PTA Board Meeting were previously emailed to the Board for approval. There were no corrections and the minutes stand as presented.

**Treasurer’s Report**

Mary Money reported that receipts for the month were $2,309 from our spring fundraiser and expenses were $694 for Teacher Appreciation Week. A copy of this report is attached to be filed for audit.

**Officer Reports**

President’s Report: Jane Doe

President Doe presented the Board with Standing Rules. These were previously emailed to the Board for their review. Matt Smith made a motion to approve these as presented; Jill Jones seconded. Much discussion followed regarding sections two and three. A vote was taken and the motion carried.

President Doe received several corrections to our contact list for next year; an updated list was emailed and is attached. Meeting dates are also attached.

1st Vice President - Membership Report: Jack Smith

Jack presented the membership plan for Back-to-School, noting date information. A copy of his Plan of Work is attached.

2nd Vice President - Ways and Means Report: Sally Smith

Sally shared the Fall Fundraising brochures and the dates for our fundraiser:

* Monday, September 24th: Sale Kick-off with presentation in the cafeteria
* Nov. 12th delivery and pick-up date (we are doing only one pick-up date, from 3:45 until 7:00)

The revised Plan of Work is attached.

3rd Vice President - Programs Report: Jill Jones

Jill noted that Theatre IV and the Science Museum will be visiting our students this fall. Dates will be set over the summer and added to her Plan of Work once set.

Recording Secretary’s Report: Mary Jones

Mary reminded the Board that all reports are due one week prior to our meetings.

Corresponding Secretary’s Report: John Smith

John noted that information to be included in our newsletter is due the second Monday of every month.

**Committee Reports**

Website Committee: Julie Jones, Sandra Smith and Kelly Doe

Kelly updated the Board on their progress. They have finished the main sections of the site and are working on the details. A draft will be ready for the Executive Committee’s review before the August meeting.

**Sample Representative Reports**

Principal’s Report: Joe Jones

Principal Jones thanked the Board for all of their work this year. He gave a summary of SOL scores which were slightly higher than last year with the exception of math. These scores were much lower and more information will be available for our August meeting. He also thanked the Board for the plans they have in place for next year.

Associate Principal’s Report: Mary Smith

Ms. Smith also thanked the Board and noted that the PTA support this year made a big difference to our students and staff.

Teacher Representative: Ann Teacher

Ms. Teacher presented the Board with a thank you note from the staff for the teacher luncheon; our teachers felt much appreciated.

**Unfinished Business**

There was no new business to report.

**New Business**

There was no new business to report.

**Adjournment**

With no further business the meeting was adjourned at 8:16 pm with a motion made by Matt Smith with a unanimous vote. Our next meeting will be held in the Sample School library at 7:00 on August 21, 2012.

**Authentication of the Minutes**

Respectfully submitted to the President for Executive Board approval this June 18, 2012 by Mary Jones.