

*******SAMPLE COPY*******

**NEW YORK STATE CONGRESS OF PARENTS AND TEACHERS, INC.
BRANCH OF THE NATIONAL TACONIC DISTRICT
Hudson Elementary School PTA
General Membership (Regular) Meeting
Minutes for November 15, 2015**

- I. **CALL TO ORDER:** Meeting was called to order by Ms. Smith, President, at 8:00 a.m. in the cafeteria
- II. **READING & APPROVAL OF MINUTES:** October 2015 minutes were approved.
- III. **PRESIDENT'S/VICE PRESIDENT'S REPORT:** Ms. Smith, discussed the following: Last month's bake sale profits were \$212, Spirit Day is this Friday ("Backwards Day"), Holiday Shoppe begins on December 15th, the next Character Education breakfast will be on November 21st and we are in need of a winter carnival chairperson.
- IV. **TREASURER'S REPORT:** Mr. Roberts, Treasurer, discussed November's financial report (see attached). The Treasurer's report will be filed for audit.
- V. **CORRESPONDING SECRETARY'S REPORT:** Ms. Thomas, Corresponding Secretary, read thank you letters sent by teachers thanking PTA for grants.
- VI. **PRINCIPAL'S REPORT:** Mr. Green, Principal, said that there is another Passport Program offered on January 22nd. The topic is study skills. Also, new emergency forms need to be handed in as soon as possible.
- VII. **TEACHER REPRESENTATIVE'S REPORT:** Ms. Mack, Teacher Representative, discussed the Spelling Bee. A student has advanced to the regional level. She suggested that the yearbook staff include a picture in the yearbook.
- VIII. **PTA COUNCIL REPRESENTATIVE:** Mr. Jones, PTA Council Representative, discussed the recent council meeting he attended. The district science fair is being held on March 10th at 10:00 a.m. Also, there will be a presentation on internet safety at the next council meeting.
- IX. **STANDING COMMITTEE REPORTS:** Ms. Martin, Box Tops Chairperson, discussed the recent class winners and prizes awarded. Mr. Edwards, Character Education Chairperson, discussed the upcoming celebration breakfast and new books purchased for the program.
- X. **NEW BUSINESS:** The Bylaws Committee discussed changes which were approved by the membership.
- XI. **GUEST SPEAKER:** Mr. Brady (Census Bureau) gave a presentation.
- XII. **QUESTIONS/COMMENTS:** none
- XIII. **NEXT MEETING:** December 15, 2013 @ 3:00 p.m. in the cafeteria
- XIV. **ADJOURNMENT:** 9:00 a.m.

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Jane Doe, Secretary

Date Approved:

As Presented

**NEW YORK STATE CONGRESS OF PARENTS AND TEACHERS, INC.
BRANCH OF THE NATIONAL TACONIC DISTRICT
Hudson Elementary School PTA
General Membership (Regular) Meeting
Meeting Agenda for December 15, 2015**

- I. CALL TO ORDER
- II. READING & APPROVAL OF MINUTES (November 2015)
- III. PRESIDENT’S/VICE PRESIDENT’S REPORT
 - thank teachers for bake sale donations
 - chocolate fundraiser coming soon
 - looking for volunteers for Valentine’s Day candy gram sale
 - winter carnival chairperson needed
 - Penny Wars begins Monday, January 23rd
 - Yearbook orders due by January 31st
- IV. TREASURER’S REPORT
- V. CORRESPONDING SECRETARY’S REPORT
- VI. PRINCIPAL’S REPORT
- VII. TEACHER REPRESENTATIVE’S REPORT
- VIII. PTA COUNCIL REPRESENTATIVE’S REPORT
- IX. STANDING COMMITTEE REPORTS
- X. NEW BUSINESS
- XI. GUEST SPEAKER
- XII. QUESTIONS/COMMENTS
- XIII. NEXT MEETING: January 21, 2016
- XIV. ADJOURNMENT