

Helpful Hints to a Black Diamond Elementary PTA Meeting

First, thank you for considering joining the PTA. We are a great group of people that accomplish great things for our school and children.

- Every meeting begins with everyone signing the attendance sheet. This is important because in order to vote, we need to have at least 10 members in attendance according to Washington State PTA Law.
- When you arrive, make sure you grab any paperwork laid out by the attendance sheet. Usually, there will be an agenda for the meeting, budget, and minutes from the last meeting.
- Once you have signed in and got your paperwork, find a seat anywhere in the room.
- The meeting will start with the first item on the agenda. It should be the review of the previous meetings minutes. We will make a motion to approve the minutes as written. It will be seconded and the motion will pass as long as there are no problems with the minutes.
- Next will be reviewing the budget. Our treasurer will go over the current balance in the checkbook as well as any major deposits or withdrawals. She will also go over any mini grants that will be presented at the current meeting. A mini grant is an application that is presented at a general meeting where someone is requesting an amount of money to purchase certain items such as a CD player or books on tape. Items should benefit the children, teachers, or school.
- Next we will discuss any upcoming events such as dances, community events, and fundraisers. Typically, the chair person of that event will brief the membership on how the planning of the event is going or how the event went. We share ideas and also share what worked or didn't work.
- After that we discuss any other important topics that may come up. This can be questions or comments from members or community

members might come in and talk about programs happening in our area.

- Lastly, we discuss any mini grants that come to the floor. The person requesting the mini grant, tell the membership what they are requesting, what it will be used for and what is the cost. The membership asks any questions they may have. Once, questions are done, the membership votes on whether to approve the mini grant or not.
- The meeting ends. They usually last only an hour. Childcare is provided at the afternoon meetings. The children go to the gym, play and have a snack.

Other helpful hints

- The PTA has general members and a board of directors. The board consists of a President, Vice President, Treasurer, and Secretary. It is the Board's job to facilitate the meetings, be a voice for the general members, administer any funds of the PTA, and keep it in a well working state.
- No money can be spent over a \$100 without the general membership's approval.
- If you have a question or comment, please raise your hand.
- Every event has at least one chair person.

Lastly, as a member, this is Your PTA. We want your voice to be heard. Together, we make great things happen at Black Diamond Elementary and for our children. If you have ANY questions, please contact any member of the board. We would love to hear from you.