**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.

1. Call Meeting to Order
2. Approval of the Minutes
3. 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
1. 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
1. 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.
1. 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?
1. Announcements
* September 15—Swim Night
* October 2—Breakfast with the Principal