

Patrons of THDS Theatre

August 14, 2024

General Membership Meeting

Mission

Meet the board

Annual Goals

Family involvement and expectations (every family takes one volunteer role and/or concession donation per show)

Budget vote-quorum met for voting-18 aye

Motion passes

Raffle Winner: 2 tickets to Puffs for Tammy and John Miller
([tamara l oliver@yahoo.com](mailto:tamara_l_oliver@yahoo.com)) Parents of Shane Miller (freshman)

(AGENDA REFERENCES,, adapted for the Patrons from Robert's Rules of Order)

Call to Order

The call to order is an announcement that the meeting is about to begin. The chair can use statements like "Good (Afternoon/Evening)! It's (state the time) and I'd like to call the (name of the meeting) to order."

Roll Call

At this point, the chair can ask the note taker (secretary) to take a roll call. A roll call is to note who is in attendance and who isn't. This is important to identify a quorum.

According to RONR, a quorum is "the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid." This means that without the presence of a quorum any votes taken are null. Quorum is defined in the By-Laws.

If a quorum is not present, the attendees can vote to end the meeting, take a break to wait for certain attendees to arrive, or decide on another time for the meeting to take place.

- Review of invited attendees.
- Documentation of attendees present.
- Statement of quorum.

Review & Approval of the Agenda

At this point, the chair reviews the agenda and determines that all items are included.

- Review of the agenda.
- Revision of the agenda.
- Vote to approve the agenda.

Reading and Approval of Previous Meeting Minutes

As per RONR, the minutes of the previous meeting should be read and approved. It's best if those meeting minutes/notes are sent to the attendees beforehand to review them.

The aim here is that everyone approves of the original minutes or suggests corrections or updates. If there are no updates, or once the minutes are amended, the meeting facilitator announces that all attendees approve the meeting minutes in their corrected version. At this point, the chair can move on to the next item.

- Reading of the minutes.
- Revision of the minutes.
- Vote to approve the minutes.

Officer's Reports

The meeting facilitator will invite each member to speak, one at a time. Members will report on the status of their areas of responsibility, making any necessary announcements. They will also review their assigned tasks and action items from the last meeting and any outstanding tasks. Then, they state their recommendations. If the officers raise any proposals, debates and votes can happen at this point.

- **Teacher's Reports**

- Status of area of responsibility, with announcements.
- Presentation and discussion on recommendations.
- Voting (as needed) on recommendations.

- **Co-Presidents**

- Status of area of responsibility, with announcements.
- Review and status of assigned action items since last meeting.
- Presentation and discussion on recommendations.
- Voting (as needed) on recommendations.

- **Secretary**

- Status of area of responsibility, with announcements.
- Review and status of assigned action items since last meeting.
- Presentation and discussion on recommendations.
- Voting (as needed) on recommendations.

- **Treasurer**

- Status of area of responsibility, with announcements.
- Review and status of assigned action items since last meeting.
- Presentation and discussion on recommendations.
- Voting (as needed) on recommendations.

Committee Reports

The committees present the reports with updates and recommendations just like officers. The difference is that the committees include more than one person, and therefore, their recommendations don't need to be seconded. They can be directly added to the order of business to be either debated or voted on.

- **Publicity & Outreach**

- Review and status of assigned action items since last meeting.
- Presentation and discussion on recommendations.

- **Membership**

- Review and status of assigned action items since last meeting.
- Presentation and discussion on recommendations.

- **Recruiting**
 - Review and status of assigned action items since last meeting.
 - Presentation and discussion on recommendations.
- **Scholarships** (when formed)
- **Officer Nominations** (when formed)
- **Annual Audit** (when formed)

Unfinished Business

This includes the following: (1) the pending business that wasn't finished at the previous meeting closure, (2) the general orders that were on the calendar for the previous meeting and weren't finished, (3) matters postponed to this meeting to be discussed.

- Item #1
- Item #2
- Item #3

New Business

This is where recommendations are added, debated, and voted on. It is worth noting that most of the rules mentioned in Robert's Rules of Order are applied in this part because the manual organizes how debates and proposals are handled. This part of the agenda includes what progress has happened since the last meeting and new items as projects evolve.

- Item #1
- Item #2
- Item #3

Adjournment

Once the business is finished and there's no further business to come before the board, the meeting facilitator can announce that the meeting is adjourned. In this step, you should wrap up the meeting and ask if there are any further questions or comments. You can also plan the time, date, and meeting location for the next regular meeting (while a quorum is present).

- Final call for questions or comments.
- Reminder on next meeting date and time.
- Formal adjournment.