

Sample Meeting Minutes

Name of Parent Group Organization
Type of Meeting – Executive or General
Date of Meeting
Time of Meeting

The Executive or General Meeting of the Parent Group Organization was held on ____ day of _____, 20____ at _____ (location of meeting). A quorum was present. The President called the meeting to order at _____ (time).

The meeting minutes of the previous meeting were presented and approved or presented and approved with corrections.

The Treasurer read the financial report and started with the beginning of balance of _____, amount of income received, amount of expenses paid, and ending balance.

A motion was made by _____ to approve the financial report as read. _____ seconded the motion. Motion carried.

The principal presented upcoming Parent Night dates. August 31 will be Open House. September 10 – Grandparents Day.

Mary Jones, Hospitality Chair reported the Teacher Fall Luncheon will be held on October 15, 2021 and the theme will be “Our Teachers Are Souper.”

Shirley Jones made a motion to increase the Hospitality Budget by \$500. Ricky Smith seconded the motion. Motion carried.

Discussion was held regarding the upcoming Penguin Patch Winter Store. Tentative dates have been set for December 6 – December 13.

There being no unfinished or new business the meeting was adjourned at _____.

Submitted by:

Name of Secretary