

# AGENDA/MINUTES

Your School PTO/Booster Minutes

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Date | Time | Location | Meeting called to order by *(insert name)*

## In Attendance

- (List Attendees)

## Approval of Minutes

- The minutes were read from the prior meeting and approved.

## Treasurer's Report

- Monthly financial reports and budgets were presented and approved.

## President's Report

- Any open positions and other new pertinent to the group

## Committee Reports

- Events
- Social Media
- Fundraising

## Principal's/Coach's/Staff Report

- Recap of school/activity events
- New events/information from the school/activity

## Old Business/New Business

- Any business that needs to be followed up on? Any new business that should be discussed?

**Adjournment** was made at (time)

**Next Meeting:** Date | Time | Location