

**TAYLOR MIDDLE SCHOOL PTA
ASSOCIATION MEETING AGENDA**

November 20, 2008

7:00 p.m.

School Library

- 1) Call to Order – 7:00 pm
- 2) 8th Grade Presentation – Kirk Black or Matt Biggar, San Mateo Unified High School District
- 3) Reports of Officers and Chairs
 - a. Cubby Hole – Karen Morgan/ Lisa Huffman/ Lori B.
 - b. Volunteer Hours – Debra C.
 - c. Box Tops – Judy Miyake-Wong
 - d. Escrip – May Shen
 - e. Newsette – Joe Gibbs
 - f. Website – Joe Gibbs
 - g. 8th Grade Graduation Activities – Jana Lee
 - h. 7th Grade Activities – Michael Lim
 - i. 6th Grade Activities – Roberta Lee
- 4) Treasurer’s Report – Cathi Kenny
 - i. Presentation of proposed budget
 - ii. Presentation of bills and ratification of checks
- 5) Principal’s Report – Dave Erwin
- 6) Announcements
 - a. Current Events
 - i. Book Fair – Debbie Lim (12-8 to 11)
 - ii. Cookie Buffet - OPEN (12/15)
 - b. Upcoming Events
 - i. Major fundraiser – PTA BOD (02/28/09)
 - c. Next PTA Meeting will be 1/15/00 @ 7:00 p.m. Taylor Library
- 7) Adjournment – 8:30 pm

8 Steps to a Motion

1. Member addresses chair
2. Chair recognizes member
3. Member makes motion
4. Another member seconds the motion
5. Chair states motion
6. Members debate motion
7. Chair repeats the motion and members vote – Signify manner of voting
8. **Chair announces the results**