

McKenzie PTA Executive Board Meeting Minutes

August 22, 2014 Ad Hoc Meeting

Attendees:

Cynthia Milne – President
Rebecca Lieber – President-Elect
Brenda Werth – Secretary
Kathy Owen - Treasurer
Rebecca Guryan – VP Enrichment
Mary Anne O’Keefe – VP Communications
Jacquie Rayment – VP Fundraising
Chris Peterson – Assistant Secretary
Emily Spectre – Parliamentarian
Cara Gaziano – Outgoing VP Room Parents
Amanda Doblin – VP Elect Room Parents
Sarah Fox – Assistant Treasurer
Betsy Crosswhite – Webmaster
Kim Peters – VP Elect Communications
Dr. Denise Welter - Principal

Part I: Room Parent, VP Replacement Vote, Ex Officio Members

An Ad Hoc Meeting of the Executive Board was called for August 22, 2014 to vote on a replacement for the Vice President of Room Parents. The VP of Room Parents (Cara Gaziano) who was finishing a two year term in 2014-15 resigned due to a recent family decision, she will not have children in Mckenzie School during the 2014-15 School Year. Upon learning of the resignation, President Cynthia Milne created a subgroup of the exec board to discuss how best to move forward filling the position before school started and before the Room Parent meeting on September 4. The group determined the most efficient and fair way would be to consult with the Nominating Committee to identify candidates who had expressed interest in this position. Two candidates were identified. The group agreed it was a difficult decision, that both are well qualified, and able to make great contributions to the PTA. After reviewing a summary of the candidates’ PTA experience (provided by the candidates themselves), the Executive Board elected Wendy Witzel as the 2014-15 VP of Room Parents. Cynthia will follow up with both candidates and let them know the outcome.

Part 2: Fall Coordination and Planning, All Exec Board Members

- I. Welcome & Introductions: Cynthia Milne asked all Exec Board Members to introduce themselves and their position. She reviewed the PTA Mission (see attached).
- II. Exec Board Organization: Cynthia Milne reviewed the Board **Organization Chart** which outlines each Exec Board Members’ Committees, Duties and Liaison Responsibilities. The purpose of having Exec Board members serve as liaisons to committees is so that all committees have someone on the Board to contact with questions or information and so that not all information goes through the President. One goal for the year is to help volunteers succeed by sharing information. With that

goal in mind, an Exec Board committee comprised of Cynthia Milne, Rebecca Lieber, Mary Anne O'Keefe, Kim Peters and Brenda Werth met over the summer and are preparing materials for a **volunteer orientation meeting** for all new and returning PTA Committee Chairs and Officers to be held on September 11. An evite is going out this week. Cynthia confirmed that most committee positions have been filled. Betsy will notate "Open Position" on the **Virtual Fair** if the position is not filled as a way to recruit additional volunteers. Betsy reminded all Exec Board members to accept the DropBox invitation so they have access to all board materials. Cynthia asked if all current Board members have received notebooks from their predecessor – Fundraising, Communications, Room Parents, President-Elect, Treasurer and Enrichment all confirmed that they had met with their predecessor and received necessary materials. All duties included in the blue section of the Organization Chart should be covered in Notebooks handed down to successors.

- III. **Fall Schedule:** Cynthia handed out a schedule of dates and activities for the Fall gathered from exec board members, based on previous years, and exec board job descriptions. Dr. Welter suggested it might be helpful to have this document as a Google Doc and Betsy suggested it be in the DropBox so that all Exec Board members have access to it and can add additional dates as needed. There was discussion on whether or not this type of document is helpful – some Exec Board members felt it was a little overwhelming and there was concern that not everything would get included and then forgotten. Cynthia thanked everyone for their input and concluded that she would consider the input in moving forward.
- IV. **Parliamentarian:** Cynthia introduced Emily Specter as the Parliamentarian. This is a one year term position approved by Exec and General Boards last year. Emily explained the new role of Parliamentarian. She distributed and reviewed **Roberts Rules on Motions and Voting**. She distributed and reviewed a **summary of the By-Laws** (the full document of which is on the website). See attached for both documents. Betsy will put both of these documents in DropBox under Exec Board.
- V. **Budget for Teacher/Staff Luncheon:** The Chairperson for the Teacher/Staff Luncheon to be held on Thursday, Aug. 28th on the first day of school has requested a budget increase of \$113 to cover the expense of purchasing additional food if the volunteer signup does not cover the needs. A motion was made and seconded to approve the increase of \$113 and the budget for the luncheon was amended to equal \$513.

The meeting concluded. The next Exec Board meeting will be held on Sept. 4th from 9:15-11:15 in the Purple Conference Room.