

Agenda

7/31/09

First Officer Meeting

Discussion of Training.....	Everyone	30 Min
Goals Setting	Everyone	1 hour
Mission Statement		
• External Goals		
• Internal Goals		
• Brief overview of Finances		
• Order of importance		
Meeting Dates.....	Jenn	15 Min

Meeting attended by:

Jennifer Newell

Liz Hennig

Allison Whaley

Pat Seyfarth

Jill Smith

Meeting Recap

Our meeting went really well. I am so pumped about our new team of moms. For some of us it was the first time being introduced. They are enthusiastic, intelligent and ready to get some work done! It is encouraging to have such a great attitude to start the year off with.

We are really going to make some major changes. It is important that it gets done so that we are in compliance with the rules and regulations with the TX PTA and honestly, they are really sound decisions. By making these changes, I know that things will run smoother and there will be less negativity and complaints by the Patton parents and more positive progress for the kids - which is why we are in this to begin with.

It will be a challenge as I know change is hard, but I feel confident that we will be able to do it and be successful!

As part of our new "communication" goal, I will be sending out these recaps after meetings. It is your choice to read them or not, but I wanted at least to have the information available so that everyone has the opportunity to be in the loop. I will be doing the same for the General Membership meetings.

All of these items will be clarified and in the case of To-Do's list hopefully completed by the first Executive officer meeting that will be held on Wednesday August 19th at 6:00 pm At Jill Smiths house. Evite to be send out soon.

If you have any questions on any items please feel free to contact any of us for more details.

Goals

- Create a mission statement and Motto
- Increase communication internally through all the Executive Board members
- Increase communication Externally to all Patton Parents
- All formal meetings will have an agenda with time limits we will stick to.
- Create a strong General PTA Membership (will vote on all fundraises and expenditures by end of year)
- Move the General Membership (GM) meetings away from the grade level performances (numerous reasons)
- By-Law Changes
 - Change Quorum to 10 for GM (Standard Number according to PTA Conference, but we will verify if this can be done)
 - Increase membership dues to \$8 (Due to National\TXPTA Increase)
 - Create Standing Rules
 - Get By-Laws approved and Stamped by the TX Pta
- Change Newsletter to Calendar given out once a month
- Send home a magnet to hold the monthly calendar (will have logo, motto and website on it)
- Weekly updates on website
- We need a Newsletter and Website lead Chair people

To-Do List

- Jennifer to Call Bank – Pat not receiving statements
- Create PTA Flyers - Jenn
 - Why Join PTA
 - Where does the money go
 - How do I get involved
- Finish Website – Jenn
- Make sure we are following the 3 to 1 rule
- Design Magnets and get 3 bids – Liz
- Sales Tax Refund – Jill
- 990 Report Done – Jill and David
- 990 Late filing Penalty Resolved – Jenn
- Create a list of PTA Property
- Send out a notice of By-law changes 30 days before first GM Meeting – Jenn
- Get together with Volunteer chair (Trina) to create Volunteer sheets for Back to School Night – Liz
- Contact new Room Parent Chair (Amy) and discuss connection to Carnival – Liz*
- Look into opportunities for training from Council PTA and get Pat formally trained.
- Look into permanent PTA Credit Card Processing Machine – Jill & Pat
- Layout all the proposed EX and GM meeting dates – Pat
- Learn and practice Roberts Rules of Order - Jenn
- Create Procedure Books before first Executive Meeting – Books to include
 - Handbook if applicable
 - Proposed By-laws with Proposed Standing Rules
 - Calendar of events for the year
 - Plan of Work – Blank and Example of completed one
 - Contact List – get phone numbers

- Proposed Budget
- Conflict of Interest Policy
- Sample forms
- Tax Exempt form

To-Do List Continue...

- First Executive Meeting Set for August 19th Meeting to include
 - Distribute and Discuss Procedure book
 - Approve Executive meeting Dates (Second Thursday of each month @ 12:00 PM)
 - Approve GM meeting Dates (Third Tuesday of Sep, Dec, Feb, April & May @ 6:30)
 - Finalize Quorum # for Executive Board
 - Discuss Budget Amendments
- First GM Meeting (Quorum 25) proposed date September 10th at 6:30 (Date may change due to Back to School Nights)
 - Food
 - Approve Minutes from last year
 - Approve Budget Amendments
 - Approve Audit Report
 - Discuss Fundraising (will be voted on at end of year for following year)
 - Approve Annual Report
 - Swear in Liz and Allison
 - Approve Insurance Premium(bonding and liability) policy expires (October 1st)