

**MINUTES OF THE UNIVERSITY OF NORTH GEORGIA  
PARENTS AND FAMILY ASSOCIATION  
UNG PFA ANNUAL SPRING MEETING**

HELD HOAG STUDENT CENTER 2<sup>ND</sup> FLOOR A-B-C ROOMS & VIA TELECONFERENCE  
April 18, 2015

**COUNCIL:**

**PRESENT**

Alyson Paul (UNG Asst VP Student Aff/Dean of St-DAH/proxy for D. Hayes)  
Pete Mistr (Vice President)  
Chris Steinhardt (Treasurer)  
Rebecca Lore (Secretary)  
Nan Waters (Parliamentarian)  
Julie Walton Shaver (Cadet Parent Representative) <TC>  
Michelle McGaughey (Cadet Representative At-large)

**ABSENT**

Darcy Hayes (UNG Liaison)  
Craig Allen (Cadet At-Large Council Member)  
Lisa Blaylock (Cadet At-Large Council Member)  
Kelly Dyar (Cadet At-Large Council Member)  
Debra Tyson (Non-Cadet Parent Representative)  
Asa Anderson (Cadet Student Representative)  
Sarah Adams (Non-Cadet Student Representative)

**ACTIVE MEMBERS:**

6 Present

**ASSOCIATE MEMBERS:**

1 Present

**CALL TO ORDER**

The University of North Georgia Parents and Family Association (PFA) annual spring meeting occurred on Saturday, April 18, 2015, on the UNG Dahlonega campus. Council members were offered attendance via teleconference. Roll was taken, and a quorum was present. Pete Mistr VP (acting President) called the meeting to order at approximately 9:01AM.

**OLD BUSINESS**

- I. **Secretary's Report:** Rebecca Lore

Copies of the minutes from the annual fall meeting held October 3, 2014 were made available prior to the meeting, and were reviewed:

Minutes were approved unanimously.

**I. President's Report: Pete Mistr, Acting President**

The PFA goals for transparency, mentoring & informing parents, and supporting student activities were reviewed. Copies of the PFA accomplishments for 2014-2015 were made available prior to the meeting, and are listed as an addendum.

a. **TRANSPARENCY:**

- Minutes and Financials are posted on the PFA webpage.
- To better serve our members, and help leadership during transition, the council:
  - ✓ Reorganized our structure
  - ✓ Updated the PFA mission statement
  - ✓ Revised the bylaws to address absentee voting
- Standard operating procedures (SOP) have been developed
- Council Facebook page provides council members the opportunity and time to consider issues and their responses, as well as suggest new ideas for consideration

b. **MENTOR & INFORM PARENTS:**

- Hospitality tables at various events allow for on-site support and visibility of PFA members volunteering at events.
- Vetting of local discounts provides a service to parents and is an ongoing process
- Timely photos, videos and updates from on-campus events provides opportunities for parents to stay connected with their student from a distance and encourages parents to attend campus-wide events in the future.

c. **SUPPORT STUDENT ACTIVITIES:**

- Awards process for PFA funding is available for all qualifying student groups.
- Gold Rush tent provides a fun opportunity for parents to interact, and a venue for fundraising for future PFA projects and awards
- Since obtaining a square for credit card purchases at our events, we have been able to significantly increase our sales transactions, and provide a convenient way for people to purchase.
- Of the \$7,000 we have raised, \$5,500 has been donated to student causes (see attached financial reports for details). Here are highlights:



### III. Bylaws Committee (Ad Hoc) :

The proposed bylaws were emailed to the PFA membership in the last 30-days, and were also posted on the PFA Facebook page for review. Hard copies of the proposed bylaws were made available at the meeting as well. The proposed by-laws were reviewed and unanimously accepted.

## NEW BUSINESS

### I. Objectives for the Year:

- a. Grow PFA Active Membership to 200 Families. The increased revenue from paid memberships provides the opportunity to support more students by:
  - ✓ Granting more student group fund requests
  - ✓ Possible creation of scholarships
- b. Support New Parents and Families
  - ✓ Provide Q&A informational tables at NSOs, SLI Drop-off, Freshman Move-in Day & FROG Drop-off
    - ◆ Allows for socializing opportunity
    - ◆ Helps reduce transitional stress
    - ◆ Opportunity to share our goals
  - ✓ Provide key information in a timely manner for campus events, upcoming deadlines for tuition & registration, emergency situations and more.
    - ◆ Communications committee hopes to assign each council member an area to collect information to be provided in an email/newsletter format.
- c. Find better ways to serve the non-cadet parent community.
  - ✓ Build a non-cadet parent ad hoc committee to research needs and create ideas to better engage the community
  - ✓ Grow UNG Parents Facebook group to 200
  - ✓ Working with Residence Life at their request
    - ◆ Freshman Move-in Day Q&A information table
    - ◆ Online non-cadet parent guide
    - ◆ Network with parents
- d. Establish Post-Graduation Support of Commissioned Cadet Parents & Families
  - ✓ Host Commissioning Hospitality tables. The visibility allows for:
    - ◆ Networking, updating contact information
    - ◆ Show support/gratitude for the men & women who defend us

- ✓ Provide support during times of deployment, long-term training, & transition
- ✓ Venue for families of commissioned officers to share what they have learned, provide tips, share updates/photos with the cadet family community
  
- e. Cadet Admissions Support
  - ✓ At their request, aide in Cadet Recruitment & Retention
    - ◆ Provide transparency and information to prospective cadets and their families
    - ◆ Informational Support
    - ◆ Networking opportunities
    - ◆ Visible School Spirit
  
- f. Find new and fulfilling ways for volunteers to contribute, and coordinate:
  - ✓ Hospitality tables
  - ✓ Gold Rush gatherings
  - ✓ Photos of students/events
  - ✓ Fundraisers
  - ✓ Expanding our vendor discounts list
  
- g. Continue transparency efforts to assure our financials and activities are available

I. **Next Meeting:**

- a. The next annual meeting date for fall, once set, will be posted on the Facebook page and emailed to members.

**Meeting Adjourned at 10:08AM**

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Rebecca Lore, Secretary  
The University of North Georgia Parents and Family Association

## **ADDENDUM**

### **PFA Accomplishments 2014-15**

*Revised 4-15-15*

#### PFA MEMBER SERVICES

##### ***For Cadet Parents***

- Provided hospitality tables for fall and spring FROG dropoff and graduations, Sweetheart Review, NCOA graduation, Military Awards Ceremony, and fall and spring National Leadership Challenge.
- Hosted new FROG parent dinners in summer, fall and spring.
- Created a “closed” Facebook group for Cadet Parents (“NGCP”) in January 2014. Membership has grown from 15 members in February 2014 to more than 330 today, covering about 25% of the active Corps members. Some issues addressed in this group include: class registration issues, commissioning questions that parents have, acronyms, corps procedures, travel, accommodations, parent gatherings, illness and injury assistance, sharing of photographs and accomplishments.
- Hosted a luncheon for cadet parents prior to Summer Language Institute and during fall Family Day.
- Hosted a picnic and tubing event for new cadet parents at the Chestatee River on fall FROG Drop-off day, and dinner meet-ups prior to FROG Graduations in fall and spring.
- Along with Cadet Admissions, published a Cadet Parents FAQ document to help parents understand the military program.
- Worked with the Military Leadership Center on a detailed Corps calendar of events throughout the year.

##### ***For non-cadet parents, or parents of all UNG students***

- Revised and clarified the on-line and printed PFA membership applications.
- Established a presence at Dahlonega’s Gold Rush Festival, selling water bottles, t-shirts and ornaments, and providing information about our organization along with a fun fellowship opportunity for UNG parents.
- Created a personalized email “welcome” message for new PFA active members.
- Created a “closed” Facebook group in January 2015 to serve the needs of non-cadet parents. The “UNG Parents” FB group currently has 20 members.
- Vetted Dahlonega-area discounts for PFA members, with plans to expand this service.
- We are hoping to grow the Non-cadet Parent Committee (an ad-hoc committee of the PFA) to better serve that network.
- Provided volunteers for non-cadet freshman move-in day.
- Posted regularly to the PFA Facebook page with links to campus events, UNG news, and deadlines, and sent out periodic email newsletters to PFA members.
- Greeted prospective students and parents at UNG Open House events.
- Assigned photographers to post pictures and videos of events in our online social networks.

- Created a new PFA “Benefits of Active Membership” brochure with built-in membership application, revised the online membership application, and revised the full-size membership application to clarify networks we have volunteers to help with.
- Created business cards that can be handed out or displayed at events with PFA contact info included.
- Created new emailable membership cards for PFA members. The new design lists Dahlonga businesses that offer discounts.

#### SERVICES THAT DIRECTLY BENEFIT UNG STUDENTS

- Approved financial awards for:
  - Panhellenic Council — \$350 for sorority recruitment event
  - Career Services’ Etiquette Dinner — \$600 sponsorship
  - American Marketing Association — \$500 for national conference
  - UNG Singers — approved \$500 for tour. (The tour was later cancelled, but we hope to sponsor this group for a future event.)
  - Rugby Club Team — \$1,113 for new goal post pads
  - Honor Companies — \$125 for Delta Company (fall) and Echo Company (spring) for awards in the form of boxes full of fruit, cookies, cakes and other treats with congratulatory signage for achieving the distinction of Honor Company in those semesters.
  - Corps of Cadets — approved \$1,620 for mountaineering equipment
  - Alumni Weekend — approved \$500 to help pay for the fuel to bring Vietnam-era helicopters to campus.

#### COUNCIL BUSINESS AND TRANSPARENCY EFFORTS

- Established Cadet Life, Finance, Awards, Hospitality, Nominations & Elections and Communications Committees.
- Wrote Standard Operating Procedure (SOP) documents for Awards, Hospitality, Nominations and Elections, Finance, and Facebook voting.
- Created an up-to-date e-mail list of PFA active members based on information from the UNG Foundation.
- Raised \$6,892 from PFA fundraisers and have spent \$5,407 on awards and hospitality events.
- Publicized methods for UNG groups to apply for financial awards through the UNG newsletter, PFA website, PFA Facebook page, Cadet Parents FB group, PFA newsletters, and through the individual efforts of PFA Council members working to spread the word throughout the student community.
- Monthly PFA Council meeting minutes and financial reports are posted for public review on PFA website.
- Revised and updated the PFA website and FB page.
- Created Facebook groups for the following committees: Awards, Cadet Life, and Hospitality.

- Actively recruited members for the Cadet Life Committee. It now has 20 members who regularly participate in on-campus events and on-line planning.
- Created a Council Facebook group where council members can always see what's going on regarding the daily business of the PFA at each member's convenience, and allowing for participation on the Council by parents all over the country.
- Established the ability to accept credit card payments for memberships and fundraising purchases at on-campus events.
- Revised PFA Bylaws to allow for absentee voting, the conducting of council business online, and to reorganize the structure of the association.
- Discussed with Georgia Tech, UGA, Georgia College, Georgia Southern, Virginia Tech, Texas A&M, Albany State, Armstrong State, Clayton State, Columbus State, Fort Valley State, Georgia Southwestern State and Savannah State the benefits and services they offer parents.

#### ON-GOING PLANS FOR SUMMER AND EARLY FALL

- Currently working with Chief Wyrick and Col McMahan to plan receptions that the PFA will host for Commissioning ceremonies in May 2015.
- Cadet Admissions has asked our group to assist with recruitment
- Planning for summer 2015 orientations to serve as hosts for new parents at each NSO session and prior to Summer Language Institute. Dates: (\*providing volunteers for transfer student orientations is optional.)
  - June 15
  - June 17 (transfers\*)
  - June 18
  - June 21 (SLI check-in lunch)
  - June 22
  - July 13
  - July 15 (transfers\*)
  - July 16
  - Aug 10 (express for cadets)
  - Aug 12 (express for transfers\*)
- August Commissioning Reception
- Planning a FROG drop-off day event in or near Dahlenega in August
- Planning for FROG graduation in August
- Residence Life has asked us to provide a question/answer tent for freshman move-in in August
- Planning for Pass in Review (Sept), Family Day (Oct), Gold Rush (Oct)