

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

HELD IN YOUNG HALL ROOM 203 & VIA TELECONFERENCE

October 03, 2015

COUNCIL:

PRESENT

Darcy Hayes (UNG Liaison)
Pete Mistr (Vice President)
Rebecca Lore (Secretary)
Julie Walton Shaver (Cadet Parent Representative) <TC>
Michelle McGaughey (Cadet Representative At-large)
Debra Tyson (Non-Cadet Parent Representative) <TC>

ABSENT

Craig Allen (Cadet At-Large Council Member)
Kelly Dyar (Cadet At-Large Council Member)
Asa Anderson (Cadet Student Representative)
Sarah Adams (Non-Cadet Student Representative)

ACTIVE MEMBERS PARTICIPATING IN VOTE/MEETING:

45 total
(4 via teleconference)

ASSOCIATE MEMBERS:

13 in person
3 via teleconference

CALL TO ORDER

The University of North Georgia Parents and Family Association (PFA) fall meeting occurred on Saturday, October 03, 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 8:30 AM.

OLD BUSINESS

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

Copies of the minutes from the annual spring meeting held April 18, 2015 were made available prior to the meeting, and were reviewed:

Minutes were approved unanimously.

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

The PFA goals for transparency, supporting student activities, and growth through mentoring & informing parents were reviewed.

a. TRANSPARENCY:

- Minutes and Financials are posted timely on the PFA webpage.
- Council Facebook page continues to provide 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.
- Facebook pages for both the NGCP (started 2 yrs ago) and UNG Parents (started April 2015) continue to be a successful communication tool which can share PFA posts/messages from our public PFA Facebook page. The pages provide a way for parents to stay connected with their student from a distance and encourage parents to attend campus-wide events.
 - The NGCP Facebook moderators were able to raise over \$3,200 in 24 hours from its members to help an injured UNG student. The NGCP network was also able to provide onsite volunteers around the clock at the hospital for 3 days, and coordinated lodging, transportation and a cellphone for use during their stay.
 - NGCP – currently has 498 members.
 - UNG Parents – currently has 218 members.

c. SUPPORT STUDENT ACTIVITIES:

- Awards process for PFA funding is available for all qualifying student groups, and the application is available on the PFA website.
- Upcoming fundraising venues such as Gold Rush provide opportunities to raise funds by selling items such as spirit wear and Christmas ornaments to support future PFA projects and awards.

III. Parliamentarian's Report: Rebecca Lore, Acting Parliamentarian

- a. Prior to holding elections for new council members, the bios submitted by those members volunteering to run for positions were:

- ✓ Emailed to the PFA membership in the last 30-days
- ✓ Posted on the PFA Facebook pages
- ✓ Listed on the absentee ballot for review prior to voting

The bios were read out loud, and current members wishing to speak regarding a candidate were given the opportunity to do so. Votes were tallied, and the following members were elected for the new 2015-2016 council:

Pete Mistr - President
Rebecca Lore – Vice President
Michelle McHugh McGaughey - Treasurer
Scott Stump - Executive Secretary
John Greaves -Parliamentarian/Recording Secretary
Julie Walton Shaver - Cadet Parent Representative
Lisa Davis - Non-Cadet Parent Representative
Kelly Dyar – At-large (Cadet)
Cresta Davis - At-large (Cadet)
Marc Frost - At-large (Non-Cadet)
Catherine O'Donnell Greenberg – At-large (Cadet)

Thanks were given to all those that had been willing to serve but were not elected, and hope that they will continue to volunteer for upcoming events.

- b. Proposed Bylaw Addition 3.1.5

“Any Council member whose son/daughter graduates in the spring or summer shall remain an active member until the expiration of their current term without having to pay the annual dues for the current year. If the Council member’s son/daughter graduates in December, then the Council member may pay the half-year fee to remain an active member until December or the full year fee to remain an active member through the following October.”

Prior to voting, the proposed bylaw addition was:

- ✓ Emailed to the PFA membership in the last 30-days for review
- ✓ Posted on the PFA Facebook pages for review
- ✓ Listed on the absentee ballot for review prior to voting

The proposed by-laws were read out loud. Votes were tallied; the bylaw addition was unanimously accepted, and has now been added to the PFA Bylaws.

- c. Thanks was given to the outgoing 2014-2015 council members for their time and dedication to supporting the students of UNG.

IV. Treasurer's Report: Pete Mistr

Copies of the PFA Summer/Fall accomplishments for 2015, FYE August 30, 2015 and YTD June 30, 2015 financial statements were made available prior to the meeting, and are listed as addendums.

NEW BUSINESS

I. Objectives for the Year:

- a. Help to grow the Facebook Memberships
- b. PFA Active Membership (currently 290)
 - o Grow to 500 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
 - o Retention Goals:
 - ✓ Retain 75% of Cadet Parents & Families
 - ✓ Retain 50% of Non-Cadet Parents & Families
- c. Support New Parents and Families
 - ✓ Provide key information in a timely manner for campus events, upcoming deadlines for tuition & registration, emergency situations and more.
 - ◆ To do so, the Communications committee will utilize:
 - ◆ Email to members
 - ◆ PFA's public Facebook page
 - ◆ Post on the closed Facebook pages of UNG Parents & NGCP
 - ◆
- d. Find new and fulfilling ways for volunteers to contribute, and coordinate:
 - ✓ Photos of students/events
 - ✓ Hospitality tables
 - ✓ Gold Rush gatherings
 - ✓ Fundraisers
 - ✓ Expanding our vendor discounts list
- e. Continue transparency efforts to assure our financials and activities are available

I. **Next Meeting:**

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

Meeting Adjourned at 09:10 AM

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

ADDENDUMS

i. **PFA Summer/Fall Accomplishments** (May-Oct 2, 2015)

RECRUITING and HOSPITALITY

- Attended orientations, serving as hosts, answering questions and providing information about joining the PFA and the PFA's closed Facebook groups. To date, 290 families have become active members, a 330% increase over last year.
- Hosted a lunch for parents and students attending Summer Language Institute.
- Hosted receptions for the families of 61 cadets who commissioned as 2LTs in the U.S. Army in May and August and presented parents with congratulatory cards.
- Hosted a UNG Potluck Picnic with tubing on the Chestatee River for all UNG families at Appalachian Outfitters in Dahlonega in August.
- Hosted a question/answer table for new student move-in, providing free water, directions and information to parents of UNG's new resident students.
- Hosted a dinner prior to FROG Graduation for parents of frogs.
- Provided free water at FROG graduation at the PFA tent. Several volunteers were on hand to answer questions and provide an opportunity for socializing.
- Organized a welcome table for Family Day sign-in and a Family Day lunch for parents and students to include RAs and cadets as hosts.
- Purchased a tent for PFA use at the many functions we host throughout the year.

COMMUNICATIONS

- Posted on the PFA Facebook page and website throughout summer with updates about fees, events, and tips for making the best of the time with students at home.
- Created NGCP Digest, an opt-in newsletter highlighting main posts in the cadet parents FB group, for vetted members of the cadet parent network. NGCP Digest is emailed every two weeks or so.
- Both FB groups have dedicated volunteer moderators working to answer questions and maintain order in the online parent forums. We trained two new moderators for those groups over the summer.
- Assigned photographers and videographers to cover FROG Graduation, the DMS Review and the Honor2Lead event so that parents could see pictures and videos of these campus activities.
- Promoted university fall events on the PFA Facebook page and in the two Facebook groups.
- Emailed news and info to PFA active members on a regular basis and routinely answered questions sent to the PFA's email account.
- Solicited guest-posts from parents of upperclass students on topics relevant to adjusting to the college experience.

CADET LIFE / STUDENT LIFE

- Provided space and promotional efforts for a boy scout who was collecting gently used shoes during FROG Graduation for his Eagle Scout project. (He exceeded his goal for the number of pairs collected. The shoes will be donated to Soles4Souls.)
- Worked with MLC leadership to provide a Corps-specific calendar for cadet parents.
- Voted to spend up to \$125 for Honor Company Boodle Boxes to include fruit, cookies, cakes and other treats with congratulatory messages for cadets who achieved the distinction of Honor Company for the fall 2015 semester. Parents were asked if they'd like to contribute to offset this expense. To date, 12 parents have offered to send checks and/or contribute home baked items.
- Contributed toward the purchase of a popcorn machine and portable speaker system for the Residence Life Association for use by campus organizations at student events.
- Sponsored a golf hole for the Maj Kevin Jenrette Memorial Scholarship Golf Tournament coming up on 16 Oct.
- Provided support for families in need of emergency assistance.

FUNDRAISING and PROMOTION

- Sold t-shirts at FROG graduation.
- Ordered "Corps of Cadets" ornaments for sale during Gold Rush and on our website and Facebook pages.
- Ordered PFA t-shirts and polo shirts for sale as fundraisers and to share our UNG pride.
- Organized a signup sheet for volunteers to work the PFA's fundraising booth at the Dahlonega Gold Rush Festival on 17-18 Oct.

MEMBERSHIP and DISCOUNT PROGRAM

- Approved wording for a proposed amendment to PFA bylaws which would allow for continuing service through the October elections for parents of graduating seniors.
- Sent welcome letters and membership cards to PFA members and handled parent questions related to memberships by email.
- Set up online voting for PFA members who are unable to attend the Family Day meeting and a call-in number so that out-of-state parents can participate.
- Increased the list of Dahlonega businesses that offer discounts to PFA members and created a way for membership card images to be used via smartphone.

ii. **Financial Statement Fiscal Year End (August 30, 2015)**

Red items are community service items.

Beginning Balance	July 1 2015	10,895.03
Income		
Memberships	13,450.00	
T-shirt Sales		
FROG	2,640.00	
Donations	2.00	
Gold Rush		
January NCOA		
NLC Sales		
Alumni Sales		
NSO Sales		
On-line sales		
Credit Card Fees	(260.78)	
Total Income		15,831.22
Expenses		
Gold Rush Supplies		
FROG 15 Shirts	1,138.00	
Meals		
Cadet Hoodies		
UNG Ornaments		
Commissioning	23.32	
Office Supplies	88.47	
Postage	24.95	
Tent	223.11	
Total Expenses		1,497.85
Ending Bal	August 30,2015	25,228.40
Invoice Outstanding :		
Popcorn Machine	(1,079.21)	
Cannon Cover Estimated	(750.00)	
Orientation Fee	(105.00)	
August Commissioning	(99.75)	
Move-in Water	(70.00)	
Major Jeanerette Golf	(300.00)	
Honor Company Boodle	(125.00)	
Table Clothes	(66.00)	
Cadet Parent	(966.54)	

Polos	
Non-cadet Parent Polos	(966.54)
PFA T-shirts	(551.00)
Corps Ornaments	(900.00)
Postage	(13.63)
Total	(5,992.67)
Income Outstanding :	
Online shirt sales	120.00
Sales Items	3,384.08
Total	3,504.08
Estimated Cash as of Oct 1, 2015	22,739.81

Cash per Foundation report	23,925.93
Climbing Harnesses Recorded twice	1,620.00
Credit Card Fees	(30.32)
Receipt Books	(64.10)
Tent	(223.11)
	25,228.40

iii. **Financial Statement Year to Date (June 30, 2015)**

Red items are community service items.

\$50 membership was originally reported in January NCOA moved to membership

Beginning Balance July 1 2014 8,039.05

Income

memberships	4,350.00	11 new members
T-shirt Sales	2,507.44	And 5 renewals
FROG	3,879.29	
Gold Rush	1,037.00	
Parents Luncheon	1,645.00	
January NCOA	1,605.70	
NLC Sales	1,090.41	
Alumni Sales	469.46	
NSO Sales	49.25	
On-line sales (in NLC deposit)	187.44	

Total Income 16,820.99

Expenses

Cadet Dad t-shirts	316.00
Cadet Mom t-shirts	656.00
Coral t-shirts	470.00
UNG Strong t-shirts	669.82
Gold Rush Supplies	141.00
Meals	165.30
Cadet Hoodies	2,544.60
UNG Ornaments	191.99
Parent Lunch	1,988.49
More Hoodies	1,852.56
Coffee FROG	64.16
Sorority Pizza	350.00
Rugby Goalpost Pads	1,128.89
Etiquette Dinner	600.00
American Marketing	500.00
Climbing Harnesses	1,620.00
May Commissioning	327.93
NSO Supplies	43.28
Triboard	196.40
NSO Gift Basket	138.59

Total Expenses 13,965.01

Ending Bal June 30,2015 10,895.03

Invoice Outstanding :

Popcorn Machine (1,079.21)

Cannon Cover Estimated		(500.00)	
Orientation Fee		(105.00)	
Membership Refund		(50.00)	
Total			(1,734.21)

Income Outstanding :

May 28, 2015 NSO	Members	400.00	
	Shirts Online	165.00	
	CC Fee	(8.28)	
	Postage	(24.95)	
Sub-total			531.77
June 15, 2015 NSO	Members	1,350.00	
	CC Fee	(26.22)	
Sub-total			1,323.78
June 15, 2015 NSO	Members	2,700.00	
	CC Fee	(55.20)	
Total			2,644.80
June 22, 2015 NSO	Members	2,150.00	
	CC Fee	(51.06)	
Sub-total			2,098.94
July 12, 2015 NSO	Members	3,550.00	
	CC Fee	(73.14)	
Sub-total			3,476.86
July 16, 2015 NSO	Members	1,100.00	
	CC Fee	(16.56)	
Total			1,083.44
Total Outstanding Income			11,159.59

June Expenses Not in Cash Balance on foundation report		
		135.71
		43.28
		196.4
		138.59
		1620
		2133.98
Foundation Report		
	13029.01	2133.98