

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

HELD VIA TELECONFERENCE
January 22, 2015

PRESENT

Darcy Hayes (UNG liaison)
Pete Mistr (Vice President)
Craig Allen (Cadet Representative At-large)
Nan Waters (Parliamentarian)
Rebecca Lore (Secretary)
Julie Walton Shaver (Cadet Parent Representative)
Michelle McHugh McGaughey (Cadet Representative At-large)
Debra Tyson (Non-Cadet Parent Representative)
Lisa Blaylock (At-Large Council Member)
Sarah Adams (Non-cadet Student Representative)

CALL TO ORDER

The University of North Georgia Parents and Family Association Council (PFA) met on Thursday, January 22, 2015, via teleconference. Roll was taken, and a quorum was present. In the absence of the PFA President, VP Pete Mistr called the meeting to order at approximately 7:03PM.

OLD BUSINESS

- I. **Parliamentarian's Report:** Nan Waters
 - a. Motioned to make Pete Mistr acting president to fill vacant spot. Motion was carried and unanimously approved.

- II. **Secretary's Report:** Rebecca Lore
 - a. Minutes from Dec 8th meeting:
Minutes were approved as posted on the PFA website.

- III. **President's Report:** Pete Mistr, Acting President
 - a. The PFA committees welcome new ideas. If you have an idea/suggestion, even if you are not on that committee, please feel free to contact the committee directly via Facebook page or email. If you are unsure which committee your idea would best be suited for, you can contact Pete for assistance.

IV. **VP's Report:** Pete Mistr

- a. Committee reports have been presented via the Facebook page for our review. Comments regarding these reports were asked for, and are listed under the individual committee section in these minutes. Motion to accept the reports was made and carried. Vote was taken and tallied at 7:36, unanimous acceptance of committee reports.

Committee Reports: (Posted on Facebook for review PRIOR to meeting)

- a. **Finance Committee:** Chris Steinhardt

Use of Square for Credit Card Payments

In addition to collecting member dues, the PFA conducts fundraisers throughout the year. The monies from the dues and fundraisers are available to student groups and activities. Students complete an awards request form which is reviewed by the PFA Awards Committee.

Fundraising activities occur through the internet via the PFA Facebook page. Orders for merchandise are requested and fulfilled by the PFA delegate. Typically the monetary exchange for these transactions is by personal check. The other means of fundraising is through participation at various community and on-campus events. At these events, PFA representatives set up a table or booth to promote the PFA as well as sell merchandise to help fundraise. This form of fundraising is typically a spur of the moment purchase. In today's society, individuals carry little cash and typically rely on using a credit or debit card for purchases.

In order to maximize our fundraising potential, the PFA will begin accepting credit card payment for in-person sales using the Square device, a remote card reader that attaches to an iPhone for processing transactions. The PFA will only accept payment by check or money order for internet-based sales for now.

Cost of Transactions

Use of the Square reader includes a flat rate charge of 2.75% per transaction. To give an example, if we sell a t-shirt for \$15, the transaction processing fee is \$0.42. So instead of collecting and keeping \$15, the PFA will keep \$14.58. If we are able to sign up new members to the PFA, the transaction processing cost for the \$50 membership fee would be \$1.38. We believe incurring the transaction fee is reasonable and enables us raise more funds to have available for student groups and events.

Usage of the Square device

The Square device requires linking to a bank account. After careful consideration and the implementation of the proper checks and balances, we have established this account through the personal bank account of Michelle McGaughey. Michelle is a member of the Finance Committee and is considered the account administrator for the Square account. In order to use the Square device, an individual must be granted access and assigned a user account ID, which further requires the assigned individual to create a unique personal identification code (PIN). Only members of the Finance Committee have access to this and are established users on the Square account; individuals include: Michelle McGaughey, Pete Mistr and Chris Steinhardt.

Reconciliation of activity and balances

All transactions processed through Square are captured in the Square account; therefore, transparency and accountability exist with regards to the monies in the account. Each month, a sales transaction report will be created in Square and distributed to the Finance Committee for review. Any monies collected from transactions during the month will be reviewed and reconciled. A check will be written by Michelle to the PFA for the transfer of proceeds (net of the 2.75% transaction processing fee).

COMMENTS

- ✓ M. McGaughey - Researched fully. No fraud liability, we do not store or have access to the credit card numbers. Customer swipes their own card. Devise used in person by customer at events only. There is a 2.75% service charge per transaction.
- ✓ M. McGaughey – Square is NOT used for Facebook online orders. Online orders are check or money order only.
- ✓ D. Hayes - How will customer be advised of “name” that will appear on their credit card statement?
 - **Council Action** - Ink stamp will be created and stamped at the bottom of every receipt for credit card purchases. It will show the name that will appear on the user’s bank statement when their card is charged, and it will state that funds collected are deposited in PFA fund.

b. Awards Committee: Pete Mistr

- We approved \$600 for Career Services Etiquette Dinner. This was confirmed by the Council.
- We approved \$500 for UNG American Marketing registration fees. This was confirmed by the Council.
- We denied a request for \$11,738 from the UNG Singers. This was confirmed by the Council. The request was amended to \$500 and was approved by the committee and Council.
- We will begin working on committee guidelines for approving or denying requests.

c. Hospitality Committee: Pete Mistr

- We worked with Cadet Life Committee to host a coffee and a dinner for the January FROG parents.
- We are currently working on a basketball project for the game to be held on February 21, Military Appreciation Day. We are also working to obtain discount tickets for parents that wish to attend. We were not able to participate in Homecoming or Spirit Night.
- We will need volunteers to work the UNG Open House on Saturday March 28.
- We will begin planning with the Cadet Life Committee for a Cadet Parent luncheon at Alumni Weekend in April and a parent coffee at NLC pickup on April 19.
- We will begin planning for the Cadet and non-cadet parent orientation dinners this summer.

d. Cadet Life Committee: Julie Walton Shaver

OLD BUSINESS

- FROG DROP-OFF** — Cadet Life worked with Hospitality Committee to provide coffee, doughnuts and Rebecca's home-baked cookies at FROG Drop-off on 3 JAN. Thanks to Michelle, Pete, Melinda, Rebecca and Craig for working, we were able to use our sign-up sheets to collect email addresses and send personal letters of welcome to those who came for parent briefings.
- EMAIL INVITE** — We sent Darcy text for an email to frog parents about the FB group and joining our hosts for dinner the night before FROG Grad. She emailed the message to the 77 new families.

- iii. WELCOME DINNER — We hosted a cadet parent dinner at El Jimador for new cadet parents and NCOA parents. A total of 32 people reserved a space at the dinner, not counting our council hosts. The restaurant’s back room holds 45. It is located directly across from the UNG arch at Price Memorial, and offers a group discount.

- iv. SCHEDULING — Julie worked with Chief on scheduling details regarding FROG Drop-off, FROG Grad and NCOA Grad. There is on-going confusion about the start time of FROG Grad. We suggested that the OPCEN redesign the FROG Grad flyer they give to parents to make it clear that the Crown Mountain Run starts AFTER opening remarks. Julie also went over items the PFA needed for FROG and NCOA grads:
 - FROG GRAD, held inside Memorial Gym because of cold: 2 tables, 4 chairs, extension cord for coffee pot, trash can. We provided coffee, water, baked goods, and sold Corps shirts. We also had PFA info and FB group sign up sheets. Total volunteers: 5, with 2 designated receipt-writers.
 - NCOA GRAD, held at HNS building (next time, be sure to spell out Health and Natural Sciences): 1 table, 2 chairs, no food, just PFA info and FB group sign up sheets and shirts. Total volunteers: 7, with 2 designated receipt-writers.

- v. EMAIL LIST and FB GROUP — We have added 50+ new emails to the PFA’s email list. Goal is to engage these cadet parents through FB group membership, participation in fundraisers and events, and to entice them to join the PFA as “active” members.

ON-GOING BUSINESS

- i. SHIRTS AND HOODIES

Ordered an additional 150 “Corps of Cadets” shirts. Details of what we ordered:

- HOODIES: 87 — In-person price: \$30. Shipping price: \$35.
 - SHORT SLEEVE T-SHIRTS: 56 — In-person price: \$15. Shipping price: \$20.
 - LONG-SLEEVE T-SHIRTS: 49 — In-person price: \$20. Shipping price: \$25.
- Total costs and profits will be outlined in Feb report. Inventory is still being conducted after FROG and NCOA sales.

Next sale date: Sizes will be posted online in FB group, with shipping and collection handled by Michelle. Thank you, Michelle! You’re doing a great job and we appreciate your hard work! Do we want to consider any new designs for summer NSOs and fall FROG? Perhaps a “cool” or trendy design with cadets and prospective cadets in mind?

- ii. AIRPORT RIDES
Information will be disseminated in the next week or so about ride-sharing for Spring Break.

NEW BUSINESS

- i. SPRING HONOR COMPANY — We will propose on the council page that we spend \$100 on boodle for Echo Company, and ask for volunteers to do the shopping and delivering. Timing of delivery should coordinate with a closed weekend, preferably to be delivered on a Sunday afternoon.

- ii. UPCOMING EVENTS
 - SWEETHEART REVIEW — 13 FEB. Do we have a volunteer to take pictures and post in the FB group of the formal review, Friday Feb 13? If so, Julie will get details from Chief.
 - MILITARY APPRECIATION NIGHT — 21 FEB. Planning is still in the works, but we hope to invite parents to this basketball game and make it a fun event for them.
 - UNG OPEN HOUSE — 28 MAR. Do we want to have Cadet Parent sign up sheets at this?
 - MILITARY AWARDS NIGHT — 31 MAR. This would be a nice thing to photograph and post in the FB group. Are there other services or plans we might make for this?
 - NLC pickup — 12 APR. We will propose on the council page to greet prospective parents, provide coffee and baked goods, FB signup sheets and sell shirts at NLC pickup on Sunday 12 APR.
 - ALUMNI WEEKEND — 18-19 APR. More details in February report, including details about possibly planning a cadet parent lunch or teaming with alumni for their lunch, but please add to calendars. We will propose on the council page to sell shirts at PFA tent on Sun 19 APR during Alumni Weekend.
 - MAY COMMISSIONING and COMMENCEMENT — 1-3 MAY. Do we want to organize to celebrate and connect with the parents of cadets commissioning in May? It has been suggested that we could help spruce up the reception with nicer decor and home-baked items.

COMMENTS

- ✓ J. Shaver – Watch for new proposals coming up on Facebook page.

e. Communications Committee: Rebecca Lore

We are working on sorting through the previous as well as current PFA member's names and contact information, and will be reaching out to each member electronically with renewal requests in accordance to the fee schedule previously posted. Samples of these communications have already been posted for the PFA council to review.

We will be discussing a more stream lined process regarding new PFA membership applications, with the PFA council being the primary contact and then submitting the information on to the Foundation. The goal is to contact new members within 24 hours, personally thanking them for their membership, and bringing them up to date on upcoming events and ways they can continue to support the students.

The PFA council continues to work with UNG in accessing email address for both cadet and non-cadet parents, in the attempt to update and unify UNG families. The PFA website and Facebook page continue to be a success in reaching families for upcoming event invites, volunteer scheduling and informational support. The non-cadet PFA Facebook page should have a status update shortly.

COMMENTS

- ✓ J. Shaver – Facebook page for non-cadet parents is up and running, and in need of members and information to post.
 - **Council Action** – D. Tyson, N. Waters & D. Hayes to meet and discuss. S. Adams will have access to the page and post updates.

f. Nominations and Elections Committee: Nanette Waters

As of this past Monday, January 12, 2015, the office of the President of the UNG Parent and Family Association became vacant because of the resignation of the president, Christy Barge. Pete Mistr is acting president until the time of an election of a new president. (Section 4.6.3 of the UNG PFA Bylaws).

Bylaws also need to be finalized as soon as possible. At this time, the bylaws do not specify how nominations for a vacant office should be handled, and deference to Darcy Hayes as to how we should proceed is recommended.

COMMENTS

- ✓ Volunteers to help with updating of bylaws: Pete Mistr, Julie Shaver, and Nan Waters.

- ✓ N. Waters – PFA bylaws supersede Roberts. PFA president can make motions. Updated bylaws will be posted 30 days prior to PFA April meeting, where we will vote for accepting the updated bylaws. Procedure to address non active council members and vacant positions will be addressed in the update.
- ✓ D. Hayes – Need to address vacant positions that occur in the bylaws.

V. **Treasurer’s Report:** Chris Steinhardt (posted on Facebook for review PRIOR to meeting)
Sources and Uses of Funds as of December 31, 2014 (Unaudited)

Available Funds – July 1, 2014 **\$ 8,039.05**

Sources of Income

Membership Dues	3,550.00
Merchandise Sales	3,468.44
Luncheon Receipts	1,621.00
Donations	-
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Total Sources of Income \$ 8,639.44

Total Available Funds **\$16,678.49**

Sources of Expenditures

Outreach	-	
Event Support	1,988.49	
Other	306.30	
	<hr/>	2,294.79
Merchandise	4,848.41	
Meals	<hr/>	4,848.41

Supplies

Total Sources of Expenditures \$ 7,143.20

Available Funds – December 31, 2014 **\$ 9,535.29**

NEW BUSINESS

- I. **Cadet Parent Guide:** Now posted on the Facebook page. A running footer will be added shortly indicating all rights reserved by Student Affairs. Hyperlinks within the document will be updated and working shortly.

- II. **Orientation Dates:**
 - a. Will be listed by campus, and a current calendar will be provided by D. Hayes and posted to the PFA Facebook page.

 - b. Darcy advised that UNG Dahlongega campus has requested that PFA be present at all future events for parent/family support.

- III. **Parent Calendar:** Nan Waters suggested a future project of generating a parent calendar. The calendar would indicate important events and early reminders.

- IV. **Next Meeting:**
 - a. The next meeting will be held February 23, 2015, via teleconference at 7PM. Vice President for Student Affairs Dr. Janet Marling is scheduled to be present. Instructions for logging in to the teleconference will be posted later.

 - b. Darcy advised that teleconference services will be provided by UNG for this and all future teleconference meetings.

Meeting Adjourned at 8:05PM

ADDENDUM

From: Benny Wyrick <Benny.Wyrick@ung.edu>
Date: Wed, Jan 21, 2015 at 8:58 AM
Subject: FW: THANKS to UNG Parents and Family Association (PFA)
To: "jwsphoto@gmail.com" <jwsphoto@gmail.com>

Dear Julie: The Office of the Commandant would like to thank the PFA for their tremendous support of the recent FROG Week and Non-commissioned Officers Academy, both of which took place on the Dahlonega campus during the first week of the Spring Semester. In particular, thanks to those parents who gave up two weekends to support our military training activities. The hospitality you provided to the new parents was superb, and your presence at the graduation exercises of both events was greatly appreciated! We are thankful for the PFA's overall support of all students through UNG's Student Affairs Division, and we appreciate Julie Shaver's work as our military liaison. Chief Wyrick, in our operations center, remains committed to integrating the PFA's support of future cadet activities into our robust training calendar. Best wishes for a prosperous 2015, and thanks again for all you do for the Boar's Head Brigade. Truth and Wisdom!

Sincerely,

James T. Palmer
Colonel (Ret) U.S. Army
Commandant