

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

HELD VIA TELECONFERENCE
March 24, 2015

PRESENT

Darcy Hayes (UNG liaison)
Danielle Kane (UNG representative/proxy for D.Hayes if needed)
Pete Mistr (Vice President)
Chris Steinhardt (Treasurer)
Rebecca Lore (Secretary)
Michelle McHugh McGaughey (Cadet Representative At-large)
Debra Tyson (Non-Cadet Parent Representative)

ABSENT

Nan Waters (Parliamentarian)
Craig Allen (Cadet At-Large Council Member)
Julie Walton Shaver (Cadet Parent Representative)
Lisa Blaylock (Cadet At-Large Council Member)
Kelly Dyar (Cadet At-Large Council Member)
Asa Anderson (Cadet Student Representative)
Sarah Adams (Non-Cadet Student Representative)

CALL TO ORDER

The University of North Georgia Parents and Family Association Council (PFA) met on Tuesday, March 24, 2015, via teleconference. Roll was taken, and a quorum was present. Pete Mistr VP (acting President) called the meeting to order at approximately 7:08PM.

OLD BUSINESS

- I. **Secretary's Report:** Rebecca Lore
 - a. Minutes from February 23rd meeting:
Minutes were approved unanimously as posted on the PFA website.

Discussed previously on Facebook

- I. **President's Report:** Pete Mistr, Acting President
 - a. Non-cadet parent recruitment ideas are being investigated. Eight colleges listed on UNG's peer sheet were contacted for research: Albany State, Armstrong State, Clayton State, Columbus State, Fort Valley State, Georgia College and State

University, Georgia Southwestern State and Savannah State. Collecting and disseminating timely information to parents seems to be the greatest need. UNG departments and established informational systems already have the information that would be needed. Further discussion will continue as to how best to collect and distribute the information in a timely manner.

b. The previous offering of merchant discounts and membership cards with PFA membership is under review.

i. MEMBERSHIP CARDS:

- We found that membership cards have not been going out since October, as they use to be sent out by the private secretary of the previous PFA President. A tracking system is in place now to assure the cards go out immediately, and will begin when final card design/format is approved. If it is determined that merchant discounts will no longer be offered, discussions regarding continuation of the card will commence.
- A design of the new membership card is underway, and will be able to accommodate updating/and additional merchant discounts.
- Discussion continues as to timely delivery of the card for new and updating members, with the possibility of an email format that is personalized and easily printed out/carried by the recipient.

ii. MERCHANT DISCOUNTS:

Discounts are in need of constant vetting. Since vetting the merchants in October that are listed on our website, some of the merchants have closed and others are no longer offering the discounts. Volunteers are needed to vet the discounts list twice a year to assure it is up-to-date in order to continue the program.

COMMENTS

- ✓ N. Waters and D. Tyson have offered to do the twice a year vetting of the discounts list, and have met to discuss specifics.
- ✓ The discount list is posted on the UNG Parents & Family Association website under “discounts.”

II. 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 7:10, unanimous acceptance of committee reports.

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

a. Finance Committee: Chris Steinhardt

Attached please find the February financial statement (unaudited). Highlights include: We deposited an additional \$1,705.70 in February. This amount was recorded as a lump sum under membership as detail information was not available. Once I get the detail, I will break out membership from merchandise sales, as I believe some of this deposit includes merchandise sales. I now breakout the Outreach dollars we either paid out or committed to date. As we report cash basis, I am showing the amounts committed so we can see what we have available. Total cash is over \$12,000, of which we have commitments for over \$2,000 with the canon cover amount still to be determined.

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

Sources of Income

Membership Dues	5,255.70	
Merchandise Sales	7,547.03	
Luncheon Receipts	1,621.00	
Donations	<u>-</u>	
<i>Total Sources of Income</i>		\$14,423.73

Total Available Funds **\$22,462.78**

Sources of Expenditures

Outreach	950.00	
Event Support	1,988.49	
Other	370.46	
	<u> </u>	
	3,308.95	
Merchandise	6,700.97	
Meals	<u>-</u>	
	6,700.97	

Outreach Detail	Amount	Status
Etiquette Dinner	\$ 600	Paid
Panhellenic Council	\$ 350	Paid
American Marketing	\$ 500	Committe
Rugby Goal Pads	\$ 1,272	Committe
Canon Cover		Committe
Total Paid/Committed	<u>\$ 2,722</u>	

Supplies	171.09
Credit Card Fees	28.21
	<u> </u>

Total Sources of Expenditures **\$10,209.92**

Available Funds – January 31, 2015 **\$12,253.56**

Net Change from
Prior Month Increase / (Decrease) **\$ 1,705.70**

b. Awards Committee: Pete Mistr

We approved \$1,620 for climbing harnesses for the Corps of cadets. This was confirmed by the Council.

We will begin working on committee guidelines for approving or denying requests.

c. Hospitality Committee: Pete Mistr

We need volunteers to work at the UNG Open House on Saturday March 28.

We will begin planning with the Cadet Life Committee for a cadet parent luncheon or gathering at Alumni Weekend and a parent coffee at NLC pickup on April 19.

We need volunteers to work the PFA tent at Alumni Weekend.

We will be hosting the commissioning receptions in May.

d. Cadet Life Committee: Julie Walton Shaver

OLD BUSINESS

- MILITARY APPRECIATION DAY — 21 FEB. Since our plans for Military Appreciation basically fell through we are determined to work with UNG Athletics and the MLC to help coordinate a meaningful Military Appreciation Day either next fall or next spring or both.
- Airport rides, and other ridesharing connections, were made for spring break.

ONGOING BUSINESS

i. CORPS FUNDRAISERS/HOSPITALITY

- Ordering info has been posted online in FB group, with shipping and collection handled by Michelle. Thank you, Michelle! **To inquire about ordering from PFA inventory, send an email to pfaorders@yahoo.com**
- 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? Or NGCP hats, or bumper stickers? Please send thoughts about this to Julie, or post about it on any of our FB pages or groups.
- NLC pickup — **12 APRIL**. We have a go-ahead from MLC to proceed with NLC plans. **We will propose on the council page to greet prospective parents, provide coffee, baked goods and leftover candy from Sweetheart Review, FB signup sheets and sell shirts at NLC pickup on Sunday 12 APR.**
- We have go-ahead from MLC to post shirt flyers in barracks. Need to design flyer and have it approved up the chain prior to posting.

- ALUMNI WEEKEND — **18-19 APRIL** . Working with Hospitality Committee to discuss: Do we want to host a cadet parent lunch that is separate from the Corps Advisory Council’s “Friends of the Corps” luncheon on Sunday, 19 April? We have the go-ahead from MLC to proceed with PFA tent plans and fundraisers. **We will propose on the council page to sell shirts at PFA tent.**

- ii. HOSPITALITY
 - MILITARY AWARDS NIGHT — **31 MARCH**. Cadet Life Committee is hosting a reception table after awards night. Thanks to Karen Ponder and Rebecca Lore for leading.
 - MAY COMMISSIONING and COMMENCEMENT — **1-3 MAY**. **We will propose that the PFA (with Cadet Life and Hospitality Committees in the lead) host a reception for commissioning cadets with home-baked items and patriotic decorations.** The goal is to connect with parents and our new Army officers so that we can continue those connections into the future.

- iii. SPRING 2015 HONOR COMPANY
 - The Cadet Life Committee requested \$125 to spend on goodies to be delivered to the Echo Company day room to congratulate them for achieving Honor Company. The boxes would be decorated with Echo Company logos and congratulatory messages and PFA logos made by cadet parent volunteers and would be delivered Sunday afternoon, March 28 during a “closed” weekend.

NEW BUSINESS

- i. UPCOMING EVENTS
 - NSO, SLI DATES — There are several dates in June and July when we have an opportunity to meet new cadet parents. Look for dates and basic plans in next month’s report.
 - FROG DROPOFF EVENT — We will begin planning for a picnic/tubing event on Frog Drop off day.
 - FROG GRADUATION — We will begin planning for what’s going on in the tent for FROG graduation. Thinking to do more than just shirts and water. HmMMM. Ideas are welcome.

e. Communications Committee: Rebecca Lore

OLD/ONGOING BUSINESS

- i. MEMBERSHIP
 - The PFA membership application form (paper version) has been updated, and will be available for upcoming events.

- A timely *Welcome to the UNG Family* email now goes out with any new PFA membership, and recipients/dates are logged for future reference.
- A Dropbox was created to store up-to-date membership information and current tools for quick centralized access.

ii. WEBSITES

- The update to the online PFA membership application has been completed with the fantastic help of the UNG Web team.
- The PFA website and Facebook pages for both cadet and non-cadet families continue to be a success in reaching families for upcoming event invites, volunteer scheduling and informational support. Our Facebook pages allow the PFA to help promote and support UNG activities. This month's postings included:
 - Annual spring meeting of UNG Parents & Family Association
 - Spring Break reminder class registration is just around the corner.
 - UNG Mom's 15 Tips for a great Spring Break
 - UNG Theater Guild presents "The Importance of Being Earnest"
 - 3rd Annual Scholarship Ball
 - UNG Corps Advisory Council Commemorative brick pavers for COL Ben Purcell Formation Plaza
 - UNG's Alumni Weekend, April 17-19 flyer and scheduled events
 - UNG Basketball & Tennis
 - UNG Rifle Team
 - UNG Rugby
 - UNG Patriot Choir
 - Golden Eagle Band
 - Inclement weather/campus delays and closings
 - Dahlenega Trail fest
 - Career Fair
 - Snow fun
 - Open House, Dahlenega campus March 28

And so much more!

NEW BUSINESS

i. NOTIFICATIONS

- An email notification went out to all PFA Members announcing the annual spring meeting Saturday, April 18th, and basic agenda. The notification also included a reminder of the upcoming Alumni

Weekend including highlights and an event schedule link. This information was posted on all our Facebook pages as well.

f. Nominations and Elections Committee: Nanette Waters

As of March 21, 2015, we still have vacancies on our Council. With the acceptance of the new bylaws on April 18, 2015, there will be eleven Council positions as opposed to the previous thirteen positions. We may not need to seek nominations because of the reduced number of positions.

g. Bylaws Committee (Ad Hoc)

The bylaws were approved by the Council and emailed to the PFA membership within the 30-day period in advance of the spring meeting of the PFA. Notice was also posted on the PFA Facebook page.

III. Parliamentarian's Report: Nan Waters

(Refer to Committee Reports for Nominations & Elections and Bylaws)

IV. Treasurer's Report: Chris Steinhardt

(Refer to Finance Committee Report)

NEW BUSINESS (Discussed previously on Facebook)

I. Hospitality Committee:

- a. Volunteers are needed to work at the UNG Open House on Saturday March 28th from 8:30 to 12. Arrival time would be 7:30 for setup. The event is primarily talking with prospective parents and telling them about the PFA and its benefits.
- b. On April 7, UNG will be hosting an awards and recognition night for cadets and non-cadets. Parents are welcome to attend. N. Waters and D. Hayes have been discussing the event, and will present ideas of how the PFA can assist to the Hospitality Committee.

I. Next Meeting:

- a. The next meeting is the annual spring meeting April 3rd in Hoag. Board members will meet prior to the group meeting at 8:30. Telecommunication will be set up by D. Hayes allowing board members that cannot be present to attend via telephone. Phone number and access code will be posted on the Facebook page.

Meeting Adjourned at 07:12PM