

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

HELD IN YOUNG HALL ROOM 203 & VIA TELECONFERENCE

October 03, 2015

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)

CALL TO ORDER

The University of North Georgia Parents and Family Association Council (PFA) met on Saturday, October 3, 2015, on the UNG Dahlonega campus and simultaneously via teleconference. Roll was taken, and a quorum was present. Pete Mistr VP (acting President) called the meeting to order at approximately 8:00AM.

OLD BUSINESS

- I. **Secretary's Report:** Rebecca Lore
 - a. Minutes from Summer 2015 (June – August):
Minutes were approved unanimously via Facebook as posted on the PFA website.
 - b. Accomplishments for Summer (May - October):
Summer accomplishments were approved unanimously.

Discussed previously on Facebook

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

- a. Preparations are in place for the PFA to sell items at Gold Rush October 17-18th. A volunteer sign up page has been created for this event.

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; acceptance of committee reports was unanimous.

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

a. Awards Committee: Pete Mistr

We approved \$300.00 for UNG PFA to sponsor a hole in the upcoming annual Maj. Kevin Jenrette Memorial Golf Tournament. The tournament raises funds to sponsor a scholarship for a deserving UNG Cadet.

b. Cadet Life Committee: Julie Walton Shaver

FALL 2015 HONOR COMPANY

- i. The Cadet Life Committee will deliver boodle to Alpha Company day room on Gold Rush weekend to congratulate them for achieving Honor Company. Melissa Hand is coordinating the collection and delivery of the boodle, and will post more specifics related to time and place via the Facebook page.

c. **Communications Committee:** Rebecca Lore

OLD/ONGOING BUSINESS

i. MEMBERSHIP

- "Welcome to the UNG Family" emails continue to be personalized and sent by communications committee member Julie Walton Shaver in an effort to engage families from first contact through the UNG Parents and Cadet Parents Facebook groups.
- There continues to be a delay in communicating with the UNG Foundation regarding payment confirmation of new PFA active memberships. The council is currently working with Darcy Hayes as well as other members of the university to resolve this.
- Created a colorful Facebook post pre-advertising the availability of the new UNG Corps of Cadets Christmas Ornaments. Responses exceeded expectations regarding desire to purchase these ornaments at the upcoming Family Day event.

ii. WEBSITES

- 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:
 - ◆ UNG Family Day
 - ◆ Gold Rush weekend
 - ◆ UNG cadet Eric E. Gleason, ranked #8 Army ROTC cadet in the nation
 - ◆ Drum & Bugle Corps wins silver in international competition
 - ◆ UNG's Corps of Cadets, provided backdrop for the [#Honor2Lead](#) global simulcast
 - ◆ UNG All Greek Open House event
 - ◆ Willingness to Serve for PFA council
 - ◆ Boars Head Brigade DMS Review
 - ◆ Miss Georgia Collegiate America 2016, is Courtney Smits
 - ◆ Thanksgiving Break Airport Rides

And so much more!

NEW BUSINESS

i. NOTIFICATIONS

An email notification went out to all PFA Members announcing:

- Willingness to Serve form for PFA council
- Annual fall meeting Saturday, October 3rd /basic agenda.
- 2015 Family Day event schedule/link/highlights
- NGCP Digest

d. Finance Committee: Pete Mistr

Attached please find the August financial statement for the PFA.

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 |

| | | |
|-------------------|-----------------------|------------------|
| 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 | | |
| Polos | (966.54) | |
| 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 |

a. Fundraising Committee: Pete Mistr

- i. Council approved ordering a total of 50 shirts in assorted sizes to sell at Family Day as a fundraiser. Shirts will be priced to sell for \$20.00 each.
- ii. University of North Georgia Corps of Cadets Christmas ornaments will be available for sale starting on Family Day, and priced at \$20 each.

e. Hospitality Committee: Pete Mistr

FAMILY DAY, SATURDAY OCTOBER 3RD:

- i. The PFA will have a table set up in the Hoag Student Center on Family Day, to greet parents and family, answer questions, and sell various shirts and Christmas ornaments as a fundraiser.
- ii. Council representatives will host a luncheon for Parents from 12:00-1:30 at El Jimador. UNG Resident Advisors (RAs) and cadets were also on hand to answer any questions.

f. Nominations and Elections Committee: Rebecca Lore

PFA COUNCIL 2015-2016 ELECTIONS (OCTOBER 3, 2015)

- i. Willingness to Serve application was sent out via email and Facebook for volunteers wishing to run for PFA council, and was available for mailing.
- ii. Absentee Ballot was created and sent out via email and Facebook, as well as available for mailing prior to the fall annual meeting of October 3rd 2015.
- iii. 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.”
 - o Included on the Absentee Ballot
 - o Posted via Facebook for review prior to voting
 - o Sent via email to all members for review prior to voting

III. **Parliamentarian's Report:** Rebecca Lore
(Refer to Committee Reports for Nominations & Elections and Bylaws)

IV. **Treasurer's Report:** Pete Mistr
(Refer to Finance Committee Report)

- V. **Next Meeting:**
- a. Council will reconvene immediately following this meeting for the PFA fall meeting.
 - b. The next council meeting date will be posted on the Facebook page.

Meeting Adjourned at 08:29 AM

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