

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

UNG PFA

HELD HOAG STUDENT CENTER 2ND FLOOR A-B-C ROOMS & VIA TELECONFERENCE

April 18, 2015

PRESENT

Alyson Paul (UNG Asst VP Stu 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)

CALL TO ORDER

The University of North Georgia Parents and Family Association Council (PFA) met on Saturday, April 18, 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 8:30AM.

OLD BUSINESS

I. Secretary's Report: Rebecca Lore

a. Minutes from March 24th meeting:

Minutes were approved unanimously as posted on the PFA website.

Discussed previously on Facebook

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

- a. We received an email from Phil Collins, Associate VP of Alumni Relations & Annual Giving Development Officer for Corps of Cadets. Mr. Collins expressed gratitude to the PFA council for its support of Alumni Weekend. The email in its entirety will be listed as an addendum to these minutes.

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 8:33, unanimous acceptance of committee reports.

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

a. Finance Committee: Chris Steinhardt

Attached please find the March financial statements for the PFA. While we had an active March, there was very little activity that posted to the financial statements. We had \$50 in membership renewals that are reflected. However, we did have robust sales at NLC totaling \$1,090, the goal pads for the rugby team came in at a cost of \$1,113. I made one reclass of \$1,705 that was erroneously recorded in February as memberships, the March financial statements properly reflects this as merchandise sales. Also, a commitment for \$500 for helicopters on Alumni Weekend was made, and will be listed on a revised March financial statement.

As of March 31, 2015 (unaudited)
Available Funds – July 1, 2014 \$ 8,039.05

Sources of Income

| | | |
|--------------------------------|----------|-------------|
| Membership Dues | 3,600.00 | |
| Merchandise Sales | 9,252.73 | |
| Luncheon Receipts | 1,621.00 | |
| Donations | <u>-</u> | |
| <i>Total Sources of Income</i> | | \$14,473.73 |

Total Available Funds \$22,512.78

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 |

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

Total Sources of Expenditures \$10,209.92

Available Funds – January 31, 2015 \$12,303.56

**Net Change from
Prior Month Increase / (Decrease) \$ 50.70**

| <u>Outreach Detail</u> | <u>Amount</u> | <u>Status</u> |
|-----------------------------|-----------------|---------------|
| Etiquette Dinner | \$ 600 | Paid |
| Panhellenic Council | \$ 350 | Paid |
| American Marketing | \$ 500 | Committed |
| Rugby Goal Pads | \$ 1,113 | Committed |
| Canon Cover | | Committed |
| Total Paid/Committed | <u>\$ 2,563</u> | |
| April Net Sales-NLC | <u>\$ 1,090</u> | |

b. Awards Committee: Pete Mistr

We approved \$500 for fuel to bring a Huey and a Cobra to UNG for Alumni weekend. The request came from Phil Collins through Chief Wyrick. This was confirmed by the Council.

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

c. Hospitality Committee: Pete Mistr

Rebecca Lore and Pete Mistr represented the PFA at the UNG Open House on Saturday March 28.

Rebecca Lore, Melinda Mistr, Michelle McGaughey and Pete Mistr hosted a parent coffee at NLC pickup on April 19. Over 30 parents requested to join the NGCP Facebook group. We sold \$1,105 in tee shirts and hoodies.

We will be hosting a PFA tent at Alumni Weekend.

Rebecca Lore and Pete Mistr will represent the PFA at the first summer NSO/TSO on Saturday April 25.

We will be hosting the commissioning receptions in May.

d. Cadet Life Committee: Julie Walton Shaver

OLD BUSINESS

- i. NLC PICKUP was a huge success in terms of reaching out to prospective cadets' parents. Thanks to Michelle, Pete, Melinda and Rebecca for staffing that event.
- ii. MILITARY AWARDS NIGHT: Cadet Life Committee hosted a reception table after awards night. Thanks to Karen Ponder and Rebecca Lore for leading.

ONGOING BUSINESS

- i. CORPS FUNDRAISERS/HOSPITALITY
 - o 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.**
 - o We will start thinking about what designs we might want to create for fall frog week for hats, ornaments and shirts.
 - o We sent the shirt flyer design to MLC, and are awaiting approval for posting in barracks.
 - o ALUMNI WEEKEND — **18-19 APRIL**. We are hosting a cadet parent picnic Saturday evening prior to the military tattoo, and have invited non-cadet parents as well. We have also provided info on events and rehearsals parents might want to attend on Saturday as well as details for the Sunday events. We worked with Chief to communicate rain contingencies.

- ii. HOSPITALITY
 - o MAY COMMISSIONING and COMMENCEMENT — **13 MAY. We will propose that the PFA (with Cadet Life and Hospitality Committees in the lead) host two receptions commissioning ceremonies.** The goal of organizing, staffing, baking for and decorating for commissioning receptions is to find better ways of networking with "graduating parents," continuing to support our military families when their sons and daughters transition into deployments and long-term training assignments. As a military school, these networks demonstrate our support for the men and women who defend our country.

- iii. SPRING 2015 HONOR COMPANY
 - o The Cadet Life Committee will deliver boodle to Echo Company day room to congratulate them for achieving Honor Company. The boxes will be decorated with Echo Company logos and congratulatory messages and PFA logos made by cadet parent volunteers and will be delivered Sunday afternoon, April 19, during Alumni Weekend.

NEW BUSINESS

- i. UPCOMING EVENTS
 - o NSO, SLI DATES — There are several dates in June and July when we have an opportunity to meet new cadet parents.
 - ♦ June 15
 - ♦ June 18
 - ♦ June 21 (SLI drop-off lunch)
 - ♦ June 22
 - ♦ July 13
 - ♦ July 16
 - ♦ Aug 10 (express for cadets)
 - o FROG DROP-OFF EVENT — We will begin planning for a picnic/tubing event on Frog Drop-off day.
 - o FROG GRADUATION — We will begin planning for FROG graduation. Thinking to do more than just shirts and water. Hmmm. Ideas are welcome.

e. **Communications Committee:** Rebecca Lore

OLD/ONGOING BUSINESS

i. **MEMBERSHIP**

- "Welcome to the UNG Family" emails are being personalized and sent by communications committee members in an effort to engage families from first contact through the UNG Parents and Cadet Parents Facebook groups. However, there was a delay in communicating with new PFA active members while we were waiting for payment confirmation. After consulting with the Finance Committee this month, we have determined that we will send personalized emails on first contact, and follow up later if the Finance Committee informs us of any issues involving membership payments.
- Created a colorful brochure highlighting the benefits of active PFA membership and what we can do for students and their families, and we hope to have these available at events soon.

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:
 - ◆ Boars Head Brigade Day Georgia State Capital
 - ◆ Annual spring meeting of UNG PFA
 - ◆ UNG's Alumni Weekend, April 17-19 flyer & scheduled events
 - ◆ Final Exam Schedules
 - ◆ Make-A-Wish Field Day
 - ◆ NLC April 12th
 - ◆ Echo Company/Honor Co. Boodle Boxes April 19th
 - ◆ Delta Chi Charter
 - ◆ Military Awards Night
 - ◆ Sandhurst 32nd annual Ranger Competition
 - ◆ 6 Traits Top Military Officers
 - ◆ "Pie a Pi Kapp" Spring Fundraiser Pi Kappa Phi Delta Beta
 - ◆ Cadet Parent Picnic April 18th
 - ◆ Open House, Dahlonega campus March 28
 - ◆ UNG New Shuttle Service Plans
 - ◆ UNG raises \$1million for student scholarships
 - ◆ SGA
 - ◆ Golden Eagle Band

- ♦ Mike Cottrell College of Business
- ♦ Nighthawks Entertainment
- ♦ UNG Senior Art Show
- ♦ UNG Nursing Department Awards
- ♦ Weekend Guide to Dahlonega
- ♦ Sweet Surprise Program

And so much more!

NEW BUSINESS

i. NOTIFICATIONS

An email notification went out to all PFA Members announcing:

- Annual spring meeting Saturday, April 18th /basic agenda.
- 2015 Alumni Weekend Event schedule/link/highlights

f. Nominations and Elections Committee: Nanette Waters

(Report given verbally during the meeting)

No recent updates. As we get closer to October, we will be preparing for new elections for council positions.

g. Bylaws Committee (Ad Hoc)

(Report given verbally during the meeting)

The proposed bylaws were emailed to the PFA membership within the last 30-days, and were also posted on the PFA Facebook page for review. Copies of the proposed bylaws have been made and will be available at the annual spring meeting immediately following this council meeting.

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

I. Communications Committee:

- a.** Summer NSO - Nan Waters suggested the committee look at including an informational flyer in the NSO informational packets.

Alyson Paul will review with D. Hayes the possibility of including the printing of the flyers in the UNG printing order to help reduce the PFA cost.

ADDENDUM

From: Phil Collins <Phil.Collins@ung.edu>
Date: Tue, April 7, 2015
Subject: THANKS to UNG Parents and Family Association (PFA)
To: Pete Mistr <mistr@bellsouth.net>

Dear Pete,

Many thanks to you and the PFA Council for your generous support of this alumni event in Dahlonega. We trust that parents, families and their students will take advantage of this opportunity to see these historic, impeccably maintained aircraft as they visit our campus.

Best regards,
Phil Collins, `75
Associate VP, Alumni Relations & Annual Giving
Development Officer, Corps of Cadets
University of North Georgia | P.O. Box 1599 | Dahlonega, GA 30533
O: 706-864-1545 | Cell: 770-265-9342 | phil.collins@ung.edu