

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

UNG PFA

HELD VIA TELECONFERENCE

February 23, 2015

PRESENT

Darcy Hayes (UNG liaison)

Pete Mistr (Vice President)

Nan Waters (Parliamentarian)

Rebecca Lore (Secretary)

Julie Walton Shaver (Cadet Parent Representative)

Michelle McHugh McGaughey (Cadet Representative At-large)

Lisa Blaylock (Cadet At-Large Council Member)

Kelly Dyar (Cadet At-Large Council Member)

ABSENT

Chris Steinhardt (Treasurer)

Craig Allen (Cadet At-Large Council Member)

Debra Tyson (Non-Cadet Parent Representative)

Jennifer Gorell (Non-Cadet At-Large 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 Monday, February 23, 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 7:01PM.

OLD BUSINESS

- I. **President's Report:** Pete Mistr, Acting President
 - a. The PFA will continue to make its records and actions transparent, and to update membership in advance of upcoming board meetings.
 - b. The PFA board has had great success utilizing Facebook as its main venue for discussing timely issues and reviewing reports, as it allows for unhurried consideration and discussion. We were able to coordinate a contingent of last minute volunteers for the Sweetheart Review with great success. We will be

addressing the possibility of utilizing Facebook in lieu of monthly teleconferences in the bylaw updates with UNG.

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

- a. Minutes from Jan 2nd meeting:
Minutes were approved as posted on the PFA website.

III. **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
Sources and Uses of Funds as of January 31, 2015 (Unaudited).

Please find attached the January Financial statement. Overall we had a net increase in available funds by \$1,012 with an ending balance of \$10,547. January saw our first month of approved awards (\$350 - Panhellenic Council Pizza and \$600 - College Services Etiquette Dinner). We also placed another order for shirts and sweatshirts totaling \$1,852.

We starting using credit cards for merchandise sales, which we all believe will increase our overall sales; the credit card fee is 2.75% of each transaction. The current financial statement does not break out the credit card fees as I was not able to access the Square website; this will be adjusted for the February financials.

Addendum showing breakdown for outreach (\$350 for pizza, \$600 for etiquette dinner) will be posted soon.

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

Sources of Income

Membership Dues	3,550.00
Merchandise Sales	7,347.73
Luncheon Receipts	1,621.00
Donations	-
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Total Sources of Income \$12,518.73

Total Available Funds **\$20,557.78**

Sources of Expenditures

Outreach	950.00
Event Support	1,988.49
Other	370.46
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3,308.95

Merchandise	6,700.97
Meals	<hr/>

6,700.97

Supplies	-
Credit Card Fees	-
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-

Total Sources of Expenditures \$10,009.92

Available Funds – January 31, 2015 **\$10,547.86**

Net Change from Prior Month Increase / (Decrease) **\$ 1,012.57**

b. Awards Committee: Pete Mistr

- We approved \$1,272 for goal pads for the Ruby team. This was confirmed by the Council.
- The UNG singers cancelled their trip so we will not be spending the \$500 granted to them. Jack Broman was very appreciative of our support.

- We received a very complimentary e-mail from Career Services for our contribution to the Etiquette Dinner.
- We will begin working on committee guidelines for approving or denying requests.

c. Hospitality Committee: Pete Mistr

We were not able to participate in the Military Appreciation game but we were able to offer discount tickets. Associate Director of Athletics, Derek Suranie, has invited us to discuss with Athletics our role for next year. We will meet in October. I will be meeting with Chief Wyrick to discuss how we could work with corps and local veterans groups to highlight Military Appreciation Day next year.

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

We will begin planning with the Cadet Life Committee for NLC pickup on April 12th and for a cadet parent luncheon or gathering during Alumni Weekend, April 18-19th.

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

- i. SWEETHEART REVIEW — Julie worked with Chief on scheduling details regarding Sweetheart Review. Thanks to Karen Ponder for leading the team of 5 onsite volunteers and 3 coordinating volunteers. We set up a hospitality table in the atrium with candy and treats to greet guests as they entered. Special thanks to Michelle McGaughey for coordinating a giveaway gift basket drawing.

ON-GOING BUSINESS

i. SHIRTS AND HOODIES

- Sales for Spring FROG totaled \$1,770. Profit of \$700.66 from all items sold that day included
 - Corps of Cadets items and other stock made available at FROG and NCOA graduation.
 - SHIRTS and HOODIES – 150 additional “Corps of Cadets” shirts were ordered. *79 additional hoodies were ordered – total of 59 remaining in stock *56 additional short sleeve tshirts were ordered – total of 50 remaining *15 additional

long sleeve tshirts were ordered – total of 24 remaining.

Other stock on hand from previous designs:

*Blue UNG Strong – 27 remaining

*Green UNG Strong – 43 remaining

*Cadet MOM – 29 remaining

*UNG MOM pocket (noncadet) – 38 remaining

*Ornaments – 7 remaining

- **Total of 277 all inventory items remaining**

- 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.

ii. **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. We will be asking the Cadet Life Committee, and on the Cadet Parents FB page, for help with the decorating and for volunteers for shopping and delivering.

iii. **AIRPORT RIDES**

Information has been disseminated about ridesharing for Spring Break.

NEW BUSINESS

i. **UPCOMING EVENTS**

- **MILITARY APPRECIATION DAY — 21 FEB** . Since our plans for Military Appreciation basically fell through (gift baskets, shooting contest) we are determined to work with UNG Athletics and the MLC to coordinate an awesome Military Appreciation Day either next fall or next spring or both.
- **UNG OPEN HOUSE — 28 MARCH** . We should have cadet parent signup sheets at this event, and are working with Hospitality Committee to look for volunteers.

- **MILITARY AWARDS NIGHT — 31 MARCH.** 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? We will post to ask for photo/video volunteers.
- **NLC pickup — 12 APRIL .** 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.
- **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 will propose on the council page to sell shirts at PFA tent on Sun 19 APR during Alumni Weekend.
- **MAY COMMISSIONING and COMMENCEMENT — 13 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.

e. Communications Committee: Rebecca Lore

OLD/ONGOING BUSINESS

i. NOTIFICATIONS

Email invitations were sent out to our address list announcing: Senior Day Basketball, Military Appreciation Day, Sweetheart Review Email included dates, information and ticket discounts. The email also included a reminder that the PFA now has two Facebook groups for both cadet and non-cadet parents, and inviting them to join and see what's happening at UNG.

ii. MEMBERSHIP

We are still working on 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. We are continuing to work on updating the PFA membership application form (paper version)

iii. WEBSITES

- We have been working extensively with the UNG Web team to update the online version of the PFA membership application. The **UNG Web team support has been awesome.**
- Asa Anderson and Sarah Adams have been added as administrators to our PFA Facebook pages, and they will continue to add current information and upcoming events.
- 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.

NEW BUSINESS

i. NOTIFICATIONS

Once the specifics regarding the April PFA meeting have been finalized, we will send out notifications via email including meeting date, time, location, agenda, and proxy vote information (if it can occur).

f. **Nominations and Elections Committee:** Nanette Waters

The Nominations and Elections Committee has had a relatively quiet month. By my count, we still have an at-large position open. We need to address this at the next meeting of the Council.

g. **Bylaws Committee (Ad Hoc)**

Julie Shaver and Pete Mistr have worked very hard on making revisions and doing the actual typing of the proposed bylaws. The proposed bylaws have been posted.

COMMENTS

- ✓ Pete Mistr: The suggested bylaws and the UNG recommendations and comments to the bylaws will be posted on Facebook. One section of the bylaws at a time will be posted for review and comments by board members will be collected and submitted to UNG for review. Our goal is to have all sections and proposed changes/comments will be completed by Monday 03/02/2015.

IV. Parliamentarian's Report: Nan Waters

- a. Robert's Rule of Order continues to be a guideline for meetings and committees. The suggestion that proxy voting be available has been reviewed and is not applicable. Absentee voting will be utilized, and procedures for its use will be further discussed.

V. Treasurer's Report: Chris Steinhardt (see Finance Committee Report)

NEW BUSINESS

- I. **Non-Cadet Parent Facebook Page:** The page is up and running. Darcy Hayes, Nan Waters and Debra Tyson met to review ideas for future fundraisers and to determine best way to reach out to parents.

II. Orientation Dates:

- a. A current calendar provided by D. Hayes has been posted to the PFA Facebook page.
- b. Darcy advised that the upcoming April Orientation was highly successful last year, with upwards of 270 attendees.

III. Parent Calendar:

We continue to discuss the possibility of providing a calendar to PFA members that would indicate important events and early reminders.

IV. Next Meeting:

- a. The next meeting will be held March 24, 2015 via teleconference at 7PM. All committee reports are due by March 22nd.

Meeting Adjourned at 8:06PM