

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

**UNG PFA**

**July 25, 2016**

*HELD VIA TELECONFERENCE*

**PRESENT**

Darcy Hayes (UNG Liaison)  
Pete Mistr (President)  
Rebecca Lore (Vice President)  
Michelle McGaughey (Treasurer)  
Scott Stump (Executive Secretary)  
Lisa Davis (Non-Cadet Parent Representative)  
Cresta Davis (Cadet At-Large Council Member)

The University of North Georgia Parents and Family Association Council (PFA) discussed current affairs via the council Facebook page during the month of July 2016.

**OLD BUSINESS**

**I. Recording Secretary's Report: John Greaves (via Facebook)**

**a. Minutes from May – July:**

Minutes were approved unanimously as posted on the PFA website.

**II. President's Report: Pete Mistr, President**

We will have close to \$40,000 to spend on scholarships. At present we are supporting Study Abroad, Cyber, Cadet Admissions and Honors. An enumeration of funding so far is:

1. \$2,500 to the Honors Program
  - Study Abroad - 5 students  
2 to Bolivia and one each to Belize, Costa Rica and Dominican Republic
  - Research - 4 students
2. \$2,500 for 6 students to Study Abroad in Russia.
3. \$2,000 for Cadet Admissions to attract 2 cadets
4. \$3,000 for Cyber. No numbers yet since the program only begins this fall.
5. \$750 for an internship in Rome.

The council will review our current support, and discuss the possibility of spending to other colleges such as Nursing.

III. **VP's Report:** Rebecca Lore

- 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, all committee reports were accepted.

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

- a. **Finance Committee:** Michelle McGaughey  
Complete July financials will be posted on our website in August.  
Cash available as of July 25<sup>th</sup> \$37,150.46

<b>Beginning Balance</b>	<b>July 1 2015</b>	<b>10,895.03</b>
<b><i>Income</i></b>		
Memberships	14,250.00	
FROG	2,640.00	
Donations	2.00	
Family Day	870.00	
Family Day C/C	200.00	
Gold Rush	1,307.80	
Gold Rush C/C	80.00	
Fall NLC Sales	1,270.00	
Fall NLC Sales C/C	540.00	
On-line sales	120.00	
Honor Boodle	210.00	
Mail Order Sales Oct	130.00	
Mail order Sales Nov	1,211.00	
Mail order sales Dec	1,347.94	
Mail order sales Jan	36.00	
Spring FROG Sales	1,085.00	
merchandise sales Jun	112.00	
NSO 5.31.16 cash/check	1,145.00	
NSF check	(60.00)	
NSF check	(70.00)	
Membership refund	(25.00)	
NLC Square Deposit 4.10.16	350.07	
NLC Spring cash/check	328.00	
Square Deposit 4.23.16 NSO (one polo)	2,936.80	
NSO 4.23.16 cash/check	725.00	
6.16.16 Cash/Check	405.00	
merchandise sales 6.20	122.00	
merchandise sales 6.24	36.00	
NSO 6.20.16 cash/check	235.00	

Donations	111.00
Returned check payment	60.00
Misc credit card transfer	0.49
4.28.16 square	82.23
4.29.16 square	130.48
5.2.16 square	178.73
5.3.16 Square	130.48
5.10.16 Square	48.25
5.13.16 Square	82.23
5.22.16 Square	48.25
5.23.16 Square	48.25
5.23.16 (scholarship)	143.85
5.24.16 (scholarship)	37.94
5.25.16 Square	193.60
5.25.16 (scholarship)	28.83
5.26.16 Square (scholarship)	96.80
5.30.16 Square	82.23
Credit Card Fees	(260.78)
<b>Total Income</b>	
	<b>32,782.47</b>
<b><i>Expenses</i></b>	
Gold Rush Supplies	
FROG 15 Shirts	1,138.00
PFA shirts	551.00
Move-in	66.59
Cadet Hoodies	1,823.00
Long Sleeves # 1	1,367.00
UNG Ornaments	0.00
Commissioning Aug	123.07
Office Supplies	88.47
Postage	38.58
Postage Nov	23.13
Tent	223.11
Receipt book (Oct)	7.96
Tablecloths	62.94
Gold Rush Supplies	166.40
Maj Jeanrette donation	300.00
Cadet Polos	966.54
Non Cadet Polos	966.54
Honor company Boodle	376.11
NLC Supplies (fall)	76.27
Postage Nov submittal	60.72
Postage Dec submittal	271.23
Long Sleeves 2	964.50

Cheerleading uniforms	3,020.00
Dec Commissioning	142.67
Popcorn Machine	1,079.21
Corps Ornaments	864.99
Cadet Basket	57.90
Non Cadet Basket	82.05
Homecoming candy bags	74.81
Postage Jan	6.45
Cadet admissions scholarship	2,000.00
Russian program scholarship	2,500.00
Honors program scholarship	2,500.00
Cyber program scholarship	3,000.00
Aggressor's Award	499.86
Veterans Lounge Refrigerator	220.20
Military Awards Banquet	21.40
Ballroom club award	148.18
Travel mugs - 1	433.17
NLC Spring Cadre food	77.95
Coffee Storage Tote	10.67
March Postage	6.80
Postage	9.40
Stamps for cards - April	9.40
Postage - cards	34.78
Discount cards	58.46
Popcorn Supplies	58.87
Honor Company boodle	126.79
UNG travel mugs - 2	1,756.97
UNG NameTags (11)	176.55
Cannon Cover	2,820.00
Postage stamps-2	9.40
Membership cards 2	77.46
Postage 6.20 & 6.24	14.37

**Total Expenses**

**31,559.92**

**Current Ending Bal**

**12,117.58**

\$

Financial report

12,117.58

**Pending activity**

0.00

***Invoice Outstanding :***

*Scholarship donation for NATO trip*

(752.58)

*Scholarship donations received*

(307.42)

*Postage receipt 6.2*

(7.15)

<i>Postage receipt 6.20</i>	(11.15)
<i>Bank Deposit stamp</i>	(42.95)
<b>Total</b>	<b>(1,121.25)</b>

***Income Outstanding :***

***Income Outstanding Square:***

<i>5.31.16 Square - June financial</i>	3,621.63
<i>6.1.16 Square</i>	82.23
<i>6.8.16 Square</i>	48.25
<i>6.13.16 Square (one polo included)</i>	3,183.24
<i>6.16.16 Square</i>	5,921.53
<i>6.20.16 Square</i>	82.23
<i>6.21.16 Square</i>	5,079.55
<b>Total</b>	<b>18,018.66</b>

**Estimated Cash available 29,014.99**

The Honors reception award for \$500 was not used in the 2015-16 year.

The council approved to hold in the budget for the 2016-17 year.

Cash per Foundation report 12,117.58

**b. Awards Committee: Pete Mistr**

April 2016:

The Council approved to fund a room deposit for a student that was in need of someplace to live. Amount funded is \$250.00.

The Council approved to fund the Honor's Award Reception for the 2016-2017 school year. Amount funded is \$500.00.

May 2016:

The Council approved to fund a non-commissioning cadet for a NATO internship. Amount funded is \$750.00.

The Council approved to fund the MLC/Alumni reception for September 2016. Amount funded is \$700.00.

June 2016:

No Awards were issued.

**c. Hospitality Committee:** Rebecca Lore

The MLC has thanked the PFA's wonderful volunteers for another successful reception for our 2<sup>nd</sup> Lieutenants that commissioned on May 6<sup>th</sup> & 7<sup>th</sup>.

The PFA council has also allocated funds for hosting the following upcoming ceremonies as well:

2nd Lieutenant Commissioning Ceremonies

- August - \$150
- Sept 9th - Reception for Corps networking event (700+ cadets/alumni). We need volunteers!

The committee will be discussing helping at some of these upcoming events:

- ◆ August 14<sup>th</sup> - FROG drop-off, possible Cadet Family Picnic and Tubing
- ◆ August 19<sup>th</sup> - Pre-frog-grad dinner
- ◆ Sept 11<sup>th</sup> - DMS Review and 9/11 service
- ◆ Oct 1<sup>st</sup> - FAMILY DAY / PFA meeting / elections
- ◆ Oct 15-16<sup>th</sup> - Gold Rush (need volunteers)
- ◆ Nov 6<sup>th</sup> - NLC Weekend (need volunteers Sun)
- ◆ Dec 16-17<sup>th</sup> - Commissioning and commencement

**2017**

- ◆ April 7-9<sup>th</sup> - NLC Weekend
- ◆ April 21-23<sup>rd</sup> - Alumni Weekend

**d. Cadet Life Committee:** Julie Walton Shaver

**OLD BUSINESS**

- SLI LUNCH — We hosted a lunch for families of incoming frogs prior to Summer Language Institute.
- CADET CALENDAR — The calendar for fall is posted in the Facebook group and is available as a pdf.
- AIRPORT RIDES and HOST FAMILIES — Info is posted for help for cadets who live out of state around major holidays

**ON-GOING BUSINESS**

**FUNDRAISING/PUBLIC RELATIONS/MARKETING**

- SALES — "Cadet Mom" and "Cadet dad" t-shirts will be available at Frog graduation. Military College of Georgia ornaments, mugs, hats and car

decals will also be available, thanks to our PFA Quartermaster, Michelle!

**To inquire about ordering from PFA inventory following FROG graduation, send an email to [pfaorders@yahoo.com](mailto:pfaorders@yahoo.com).** The committee has some designs and ideas for the Fall FROG/Nov NLC/Christmas 2016 season. If you have ideas to pitch, please email [parents.association@ung.edu](mailto:parents.association@ung.edu)

## COMMUNICATIONS and NETWORKING

- NGCP DIGEST — We hope to be able to start the newsletter back up again soon.
- CADET PARENTS FACEBOOK GROUP — The group has grown since info about joining was added to the Cadet Admissions Manual.
- SUMMER NSOs — We have been helping with communications following the New Student Orientations this summer. Note that we have added an alarm to make sure the parents association email account is renewed long before it gets automatically closed.

## HOSPITALITY

- AUG COMMISSIONING — We will host a reception for commissioned cadets and their families on 2 Aug.
- FROG DROPOFF — We are wondering if the sophomore parents would consider getting together to host a picnic for cadet families on frog dropoff day, Sunday 14 Aug.
- PRE FROG GRAD DINNER — We will host a dinner prior to frog graduation on Aug 19.
- FROG GRADUATION — We will host a tent, providing info and selling shirts and other items. If you'd like to volunteer, it'd be a great way to purchase corps items without having to pay shipping.
- BOARS HEAD WEEKEND — We will work with the hospitality committee to host a reception on the opening night of the inaugural Boars Head Weekend. We need volunteers. The event is in the evening of 9 Sept.
- DISTINGUISHED MILITARY STUDENT REVIEW — We will host a tent and will need volunteers on 11 Sept.
- FAMILY DAY — 1 Oct is an open weekend for cadets, the PFA will hold elections.
- GOLD RUSH — We will help at the PFA booth 15 and 16 Oct.

- NLC PICKUP — We will host a tent to greet parents of prospective cadets at National Leadership Challenge weekend, 6 Nov
- DEC COMMISSIONING — We hope to host a reception for our new 2LTs and their families 16 or 17 Dec (need to confirm date)

**e. Communications Committee:** Scott Stump

The Communications committee continues to disseminate time critical dates and deadlines via both the PFA Facebook page and groups. The moderators are doing a wonderful job at answering questions about the upcoming FROG Week, class registration, Banner accounts, Invoices, etc.

Emails will be going out soon about the upcoming board nominations and elections. It will include the timetable and procedures for running for positions on the board.

New parent membership is at an all-time high. Along with that, we are getting many new members joining the Facebook groups. A lot of them are introducing themselves and asking questions on both the Cadet and Non-Cadet pages. From what I am seeing, those questions are being answered rapidly and with great accuracy by our moderators and other members.

The Cadet FB group is staying very busy with questions, comments, and pictures of CIC and CIET training going on over the summer.

**f. Nominations and Elections Committee:** John Greaves

The Nominations & Elections Committee is reviewing the PFA By-laws to ensure that we honor all commitments and timelines regarding upcoming elections. The current Council membership will soon be polled to determine who is planning to run for re-election. The Willingness to Serve Form and details regarding upcoming elections will soon be published to the PFA membership - after review and approval / edit by the Council.



**g. Fundraising Committee:** Pete Mistr

With our recent change of focus to scholarships, the Fundraising Committee has been discussing ways to bring in larger amounts of money. We have voted to hold a raffle and to acquire another spot with electricity at Gold Rush for \$350 and \$25 respectively. The Council has approved these items. We are awaiting approval of the Dahlonge Jaycees for these items. We are still discussing the item to be raffled.

Our discounts sub-committee has finalized the merchant list for 2016-2017 and we are excited to be partnering with many new local businesses. We also received gift cards from Shell, Chikfila and El Jimador. These will be used to entice new parents to join the PFA.

We recently partnered with the Dahlonge/Lumpkin County Chamber of Commerce to cross promote our businesses. We are still working through the details of this partnership.

**IV. Parliamentarian's Report:** John Greaves

*(Refer to Committee Reports for Nominations & Elections)*

**V. Treasurer's Report:** Michelle McGaughey

*(Refer to Finance Committee Report)*

**I. Next Meeting:**

- a. The next council meeting will occur October 1st, time and place to be posted on the Facebook page.

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John Greaves, Secretary  
The University of North Georgia Parents and Family Association