

**Rylander Elementary PTA
Executive Board Meeting
10/7/2008
Agenda**

Call to order / Executive Board / Administrative section

- 6:45 PM** **What:** **Welcome and Introductions**
Who: Theresa Wilkinson - President and Board Members
Purpose: Introduction of Board via role call
 Each Board Member should be prepared to tell their name, PTA role and children by grade level
- What:** **Confirmation of quorum**
Who: Lisa Watters - Parliamentarian
Purpose: Ensure we have authority to conduct business (9 of 16 filled positions must be present)
- What:** **Call to Order**
Who: Theresa Wilkinson - President
Purpose: Convene the business portion of the meeting

Governance section

- What:** **Confirmation of initial standing committees/chairpersons previously established by incoming elected officers**
Who: Theresa Wilkinson, Jennifer Miko, Ann Marie Corterel, Janice Capaul, Suzi Williams, Kim Bush, & Erika Bonin
Purpose: Validate, and ensure formal documentation of, action taken last spring per Art. XI, Sec 3 of the bylaws
- What:** **Approval of Plans of Work submitted for 2008/2009**
Who: Executive Board and Committee Chairpersons
Purpose: Approve initial 2007 - 2008 Plans of work as submitted by Officers and Standing Committee chairpersons as required by Article X, Sec 3c
- What:** **Prinicipal's Perspectives and Vision**
Who: Lisa Simmons - Principal
Purpose: Enable the Prinicipal to share her vision and highlight priorities as they relate to Rylander and PTA involvement
- What:** **Affirm Executive Board support of Budget Committee recommended 2008/2009 budget**
Who: Budget Committee Chair - Erika Bonin presenting and then making the motion and addressing questions, if any.
Purpose: Enable Budget Committee to present the proposed budget to the General membership on Oct. 21 with Board Support
- What:** **Officer and Chair Persons Updates**
Who: The following officers, if needed will give updates/reports.
Duration: Approximately 3 minutes per update.
Purpose: Secure board action or interaction on topics of significant importance
- Officer Updates**
 1st VP - Programs & Admin
 2nd VP - Membership
 3rd VP - Fundraising
 4th VP - VIPS
 Secretary
 Treasurer
 Parliamentarian & Legislative Liaison
 Historian
- Committee Updates**
 Youth Advocate
 Homeroom Coordinator
 Teacher Appreciation
 Hospitality
 Arts in Education (Cultural Arts & Reflections)
 Jr. Achievement Coordinator
 Yearbook
 Rumble

Additional Items to Discuss:

Volunteer Lists

- At minimum email everyone on your list and provide a specific needs list for them to volunteer for.

Website Update

- Lisa Watters has website up, organized, loaded of forms to date
- Importance of fully utilizing and passing updated info. to Lisa Watters
- Looking into website options to consider

Copying Issues

- PTA sign up sheet at copier
- Access to copier and related problems (breakdowns, training, and workroom volunteers)
- Options when school copier not available (Office Max recommended, NOT Kinko's)
- Utilization of website when possible

PTA Calendar and Updates

PTA Open Positions

Conflict of Interest Form

- 7:45 PM** **What:** **Adjourn**
Who: Theresa Wilknsn - President

