

**Rylander Elementary PTA
Executive Board Meeting
2-Dec-08
Agenda**

Call to order / Executive Board / Administrative section

- 1:00 PM** **What:** **Welcome and 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
- What:** **Introduction of Heather Sanders - VIPS Executive Board**
Who: Gail Mikeska - Teacher Liasion
Purpose: To welcome our special guest in attendance from the KISD VIPS Executive Board

Governance Section

- 1:35 PM** **What:** **Financial report**
Who: Erika Bonin - Treasurer will give the Board a Financial update
Purpose: Financial awareness and stewardship by all board members
- What:** **Update/Discussion Regarding PTA Purchase of Gift Cards**
Who: Theresa Wilkinson - President and Board members
Purpose: To update everyone on changes regarding PTA purchase of any gift cards for any reason - NO
- 1:50 PM** **What:** **Nominations Committee Discussion**
Who: VP VIPS - Suzi Williams will give us an update of the Nomination Procedure
Purpose: To give the Executive Board an update on the process and procedures for Officer Nominations
- 2:00 PM** **What:** **Appoint Nominations Committee**
Who: All Officers, Board, Chairpersons
Purpose: To appoint a committee to nominate potential PTA Officers for the 2009/2010 school year
- What:** **Rumble in the Jungle Update**
Who: Rumble Chairs - Jennifer Miko & Suzi Williams and Board members
Purpose: To discuss the status and progress of the Rumble In The Jungle preparations, plans and schedule
 To develop a final list of needs requiring PTA Board support or approval
- 2:10 PM** **What:** **Officer and Chair Persons Mid-year Updates**
Who: The following officers, if needed will give mid-year 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
 Directory
 Website
- Additional Reminders**
 Tax free designation of Rumble (5/08); change of date for Joe Scruggs 5 year b-day celebration (1/9);
 playground volunteer update in progress; audit committee appointment in March; smartboards on order
- 2:30 PM** **What:** **Adjourn**
Who: Theresa Wilkinson - President

Next PTA General Assembly Meeting Next Thursday, December 11th 2008 @ 6:30 PM - Please plan to attend!
Next PTA Executive Board Meeting Friday, March 6th 2009 @ 10:30 AM - Please plan to attend!