

**MKPC PTA General Meeting & Volunteer Appreciation Event**  
**March 10, 2015 at Montgomery Knolls**  
*(DRAFT – Pending Approval)*

**Attendance:**

PTA Board Members and School Administrators in attendance:

Nickie Haine, PTA President (presided over meeting)  
Madeleine Santiago, PTA Vice President  
Leah Ossi, PTA Treasurer  
Kate O’Connor, PTA Secretary  
Becca Wilson, PTA Vice President  
Cheryl Booker, MKES Assistant Principal

In addition, 17 parents attended the meeting and signed in.

The gathering started at 7:00pm with coffee and dessert. The business portion of the evening was called to order at 7:30pm.

**Handouts:**

- “MKPC PTA Open Committee Chair Positions for 2015-2016” (March 10, 2015)
- “Proposed Changes to MKPC PTA Bylaws” (February 7, 2015)
- “MKPC PTA General Meeting Minutes – December 2, 2014”
- “MKPC PTA General Meeting Minutes – February 3, 2015”

**Approval of Minutes:**

- Motion raised to approve minutes of December 2, 2014 MKPC PTA General Meeting and approved unanimously. (Note: Due to a broken photocopier, the December meeting minutes were not voted on at the February 3 general meeting.)
- Motion raised to approve minutes of February 3, 2015 MKPC PTA General Meeting and approved unanimously.

**Bylaw Changes:**

Kate O’Connor, PTA Secretary, presented the proposed changes to the MKPC PTA Bylaws, which were posted on the PTA’s website and announced via the PTA list serve in early February. Once approved by MKPC PTA, the proposed bylaw changes will be submitted to the Maryland PTA for review and approval. See the “Proposed Changes to MKPC PTA Bylaws” document for the precise language of proposed revisions. Overview provided below.

Summary of proposed bylaw changes:

- Article VI Officers and Their Election:
  - In place of one secretary, the PTA will have two secretaries: a recording secretary and a corresponding secretary. Both positions will have two-year terms. With this change, the Board will have one president, one vice president, two secretaries, and one Treasurer.
  - Bylaws will more clearly outline the election schedule for officers, staggering election of key positions to ensure retention of institutional knowledge on the Board of Directors.
  - The term for Vice-President will be changed to one year (from two years). This will better allow the role to serve as a president-elect position in the final year of a

president's term without requiring a person commit to serving four years (two as VP, followed by two as president).

- Article VII Duties of Officers: This section of the bylaws will be updated to define the roles of Recording Secretary & Corresponding Secretary. At a high-level, these roles are as follows:
  - Recording Secretary: Records, distributes, and posts minutes of PTA board meetings and PTA general membership meetings; ensures that minutes are approved at future meeting; files all records; and maintains current copy of bylaws.
  - Corresponding Secretary: Oversees and manages PTA communications and maintains current membership list.
  - Both positions perform other duties as assigned by PTA or board of directors.
- Rationale behind the Bylaw changes: Refer to "Proposed Changes to MKPC PTA Bylaws" document for detailed rationale, but at a high level, the objectives of the proposed changes are as follows:
  - Maintain institutional knowledge on board of directors.
  - Encourage mentoring for officers while attempting to prevent officer burn-out.
  - Clarify officers' roles, making it easier for members to take leadership positions while adding another voice to the Board of Directors.

#### **Nominating Committee:**

VP Madeleine Santiago announced the formation of a nominating committee in preparation for the April 2015 PTA elections. Proposed members of this committee, which will be approved at the next PTA Executive Board meeting, are as follows:

- Karen Durland
- Debbie Soderlund
- Jen Andelman
- Tinica Mather

#### **Upcoming PTA Elections:**

The following PTA board positions are coming up for election this year: Treasurer (Leah has served two terms) and Recording Secretary (Kate has served one term).

#### **Open Committee Chair Positions for 2015-16:**

VP briefly reviewed the list of committee chair openings for 2015-16 distributed at the meeting, encouraging parents to consider the role they can play next year.

#### **Other Announcements:**

- MKES Yearbook now available. Need to be sold by the end of the month.
- Next General PTA Meeting: Tuesday, April 14, 2015 at 7pm at MKES.
  - Program: "Raising 'I Can' Kids" (presented by PEP).
  - PTA Elections

#### **Volunteer Appreciation:**

PTA President Nickie Haine recognized by name the many parents who have volunteered on behalf of our students, schools, and PTA this year.

Business portion of meeting concluded at 7:50pm.

Minutes submitted by Kate O'Connor, MKPC PTA Secretary.