

## VP of ADMINISTRATION Report – November 2018

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### EVENTS/MEETINGS

- 10/20 Family & Community Engagement Conference (Fairfax, VA)
- 10/22 Paint Branch cluster meeting
- 10/23 Delegates Assembly
- 10/30 Monthly meeting with Superintendent Jack Smith
- 10/31 Nominating Committee conference call
- 11/7 Broad Acres Steering Committee conference call with MDPTA

### COMMITTEES

**Bylaws:** Submitting BOD quorum change to MDPTA (allows subcommittee chairs to count toward quorum and vote).

#### **Communications**

- **MCCPTA.org:** Calendar updates, posted new videos (candidate forum, MCCPTA Presents) and safe climate resources. Email updates to webmaster Chris Bowerman ([webmaster@mccpta.org](mailto:webmaster@mccpta.org)).
- **Blue Book:** 29 PTAs have submitted no information. 15 PTAs have submitted partial information but no president. (See separate list in meeting materials.) **CCs: please make one final attempt to get officers registered by 11/14.** Link is on MCCPTA.org home page. Inkpressions will print 500 for the same price as last year: \$1865, with 8-day turnaround. (Submit no later than next Fri 11/16 for 11/28 DA). Need to decide if we'll print 500, and office manager needs help with print setup.
- **Elists:** Committees must **add office@mccpta.org as an owner ASAP** to facilitate easy transition between chairs.
- **Workplace:** Posting reminders to 57 members, 6 more than last month. Added Operating Budget group.
- **Email/storage:** Assigning/re-setting accounts and passwords, troubleshooting connection issues, storing documents.

**Training:** Considering mid-year mini-training or webinars for officers elected this fall after 9/15 training. MDPTA is also conducting webinars, so we'll coordinate before scheduling.

**Nominating:** 3 remaining members of the 2017-18 committee are conducting the DA Secretary Search. Provided instructions in 10/31 conference call. Request for candidates posted 11/2. Nominee announced by 11/18 for 11/28 DA approval. **Requesting board/DA approval for 2018-18 Nominating Committee:**

Ram Tangirala (Clarksburg/NW/QO/SV)

Dierdre Appel (Damascus/GB/MG/WM)

Kendra Harris (NEC-Sherwood)

Fred Azcarate (DCC)

Rodney Peele (At Large)

*Representatives are needed for BCC-WJ-Whitman and Churchill/RM/RV/PV/WT areas.*

### SOCA UPDATE (Standards of Continuing Affiliation)

- PTAs submit missing documents *daily*. Tracking and following up with MDPTA several times a week.
- Awaiting 10/30 update any day. Status from 9/30 report unavailable for this meeting. Will post on board list.
- Brookhaven, Leleck/Broad Acres have contacted MDPTA and established steering committees to re-establish.
- Thomas Edison HS of Technology is well into the planning stages of established a new PTSA!
- Send outstanding documents to [office@mdpta.org](mailto:office@mdpta.org) and [bookkeeper@mdpta.org](mailto:bookkeeper@mdpta.org) for fastest email confirmation.
- Remind PTAs that 2017-18 **Financial Reviews due Oct. 31. 990s due 11/15. Missing 990s = revocation!!!**
- There were a few SOCA Help Desk inquiries at the 10/23 Delegates Assembly. We will continue.

## **BOARD TRAINING**

**10 CCs have not completed training and cannot vote or count toward quorum.** Two committee chairs elected after July 1 have until Nov. 20 to complete training. Required National PTA e-learning courses are: Board Basics, A Quick Guide to Budget Basics and Preventing Theft in your PTA. They can be found here: <https://member.pta.org/Shop/Local-Leader-eLearning-Courses>.

## **FINANCIAL**

Reviewed Oct checking and savings statements. Clarified payroll debits with treasurer. Reviewed check requests and receipts and signed reimbursement checks.

## **OTHER**

- Working with office manager to get ICB reimbursements for rental fees that MCPS and ICB agreed to waive.
- Advising Edison HS Steering Committee in their effort to start a PTSA.