

## **University of North Texas Parent Association General Meeting Minutes April 30, 2005**

The meeting of the University of North Texas Parent Association (UNT PA) was called to order by President Debbie Burns at 12:10pm on Saturday, April 30, 2005 at the UNT Alumni Center. President Burns welcomed everyone and thanked them for attending. Sign up sheets for Send-Off Parties, and Freshman Orientation were passed around.

### II. Approval of October 2, 2004 meeting minutes.

A motion was made by Harold George to approve the minutes as presented and seconded by Sara Tarvin. Rose Van Meter asked that the spelling of her daughter's name in the minutes be changed from "Laurie" to "Lori". Motion passed when called to a vote.

### III. President's Report.

President Burns reported that eight \$1,000 scholastic scholarships had been awarded to dependants of Parent Association members. The recipients are: Christopher Gorman, Meredith Youngblood, Katherine Tarvin, Elizabeth Fincher, Rachel Wilson, Allison Darnell, Joanna Rodriguez, and Krystal Needo.

She further reported that the UNT PA had had a presence at the music auditions held earlier in the Spring. The music department has asked that the PA continue to attend the auditions to inform parents of the parent organization. President Burns stated that several parents manned an information table at the UNT Preview held in April. She then thanked all of people who came earlier in the day to help assemble and distribute the Goodie Boxes. President Burns explained that the PA brochure needed to be updated, adding that a review copy of the brochure had been sent to the members who had expressed an interest in helping with the update. Four responses were received. Using the suggestions submitted, she made a rough draft of the material to be included in the brochure. She provided a copy of the draft to each member present (attached). President Burns stated that a new PA logo needed to be designed, using the new university branding. After discussion, Rose Van Meter made a motion that Dr. With, using university resources, processed with the updating of the UNT PA brochure and provide a draft copy of the design and layout, to include the new PA logo, to the Executive Board of the Association for approval prior to publication. Mrs. Van Meter further moved that a \$1,500 cap be placed on this project. Harold George seconded the motion. Motion passed when called a vote.

### IV. Membership Report and Financial Report

Dr. Elizabeth With reported that the Parent Association has had no additional members added since the last meeting. There are currently 778 family members. Sharon DeLoss asked if it would be possible to allow the children of PA members to use the PA discount card at the UNT Bookstore. Currently, only parents are allowed to use the card. Dr. With explained that that was a decision the Bookstore would have to make, adding that she would check with the Bookstore to see if it was possible and report back to the Association with her findings.

President Burns then called on Treasurer Harold George, who yielded the floor to Dr. With, to present the Financial Report (attached). Dr. With stated that no significant amount of money had been spent since last Fall. After reviewing the provided report, Harold George asked that he also be provided with a bank statement from the PA endowed scholarship fund. Dr. With agreed to provide the copy. Sara Tarvin asked why Rona Keller was paid twice for

a Send-Off Party. Dr. With stated it should not be on the sheet twice. Dr. With also stated that the \$255.03 expense for wristbands should not have come out of PA funds, adding that she would also have it removed. President Burns explained that the \$109 tent rental was for Homecoming 2004; the \$382 expense was for the PA table banner, which she then showed the members; the reimbursements to Debbie Burns that were listed on the financial report were for the contents of the Goodie Boxes; and that the total cost for the 750+ Roadside Assistance Booklets had been \$254.12. Debby Miller added that the reason the Roadside Assistance Booklet had been so inexpensive was because President Burns had done the entire book, including the copying and binding, which saved the Association a considerable amount of money in printing/binding fees.

Sara Tarvin inquired as to how the afghan sales where? President Burns replied that over 100 of the PA afghans had been sold, adding that the logo may have to be revised on future orders to match the new UNT branding. Brenda Youngblood asked Dr. With if it would be possible to include PA dues information in the letter that goes to parents about orientation. Dr. With replied that currently a postcard is all that is sent to the parents of new students to remind them to sign up for orientation. There would be no place to include the information on the postcard. A motion was then made by Sara Tarvin to accept the financial report. The motion was seconded by Steve Weicht and passed when called to a vote.

## V. New Business

### 1.) Giveaway Items

President Burns stated that she had asked Kim Garza to get prices on a couple of items that the Parent Association could give away at Parent Orientation and UNT Preview. Kim provided the list to each member to review (list attached). After discussion of the various items presented, it was decided to look at items that would have the greatest potential for exposure of the PA logo. Harold George asked that the cost of smaller notepads and pens be obtained and shared with the Executive Board. Debbie Weicht made a motion to authorize the Executive Board to decide which of the items to purchase with a set amount of money. Rose Van Meter seconded the motion. Dr. With suggested that a maximum of \$3,000 be allowed. This amount would allow the items to be bought in bulk at a lesser price. Other members agreed. Harold George amended the previous motion to include a monetary limit of \$3,000. Debbie Weicht seconded the amended motion which passed when called to a vote.

### 2.) Parent Orientation

President Burns called on Parent Orientation Chairperson Debbie Weicht. Mrs. Weicht stated that there are seven orientation sessions this summer and it was hoped that at least two people from the PA could be at each session to solicit memberships, sell afghans and talk with parents about UNT and the Association. She added that she needed to have confirmed commitments prior to the first session, which starts on June 14<sup>th</sup>. Despite her email appeals and passing around a sign-up sheet at the meeting, only a few parents have committed to working the orientations. Dr. With suggested that she phone some of the parents who helped last year to see if they would be willing to do it again, adding that it might be helpful to let the parents know that housing and food would be furnished. Mrs. Weicht stated that she would work with President Burns to put together a letter explaining the availability of food and housing, as well as contacting parents by phone.

### 3.) Send-Off Parties

President Burns called on Send-Off Parties Chairperson Sara Tarvin. Mrs. Tarvin stated that several people had already signed up to host Send-Off Parties in various locations throughout the state. After discussion and input from Dr. With, it was decided that the parties would be held between July 31<sup>st</sup> and August 21<sup>st</sup>. Mrs. Tarvin added that she wanted to have the list of confirmed party dates ready by June 1<sup>st</sup> so the parents attending Orientation, who decided to join the Association, would know when and where the party in their area would be held. Dr. With stated that two of the Send-Off Parties would piggy-back with UNT Exes receptions and that the PA website would be updated with Send-Off Party dates and locations as the dates were set. Dr. With also stated that invitations to the Send-Off Parties were mailed two weeks prior to the party date, therefore invitations would have to be handed out at the last two Orientation sessions to anyone joining the Association. This would assure that attendees in those sessions would have an opportunity to attend a Send-Off Party. Dr. With will provide the invitations.

### 4.) Sunday Funday

President Burns stated that Sunday Funday, the day that students move into the dorms, was Sunday, August 21<sup>st</sup> and asked if the Parent Association wanted to be involved in the organized activities. She said that the Association could volunteer in several places that day, either individually or as a group. Dr. With suggested that PA members volunteer as a group. Rose Van Meter added that she wanted to make sure signage indicating that we were from the Parent Association was visible at the work site. It was decided that the Association would volunteer. President Burns stated she would work with Housing to determine the place and notify members.

### 5.) Family Weekend

President Burns stated that Family Weekend would be September 30 – October 2, 2005. She relayed that last year the Parent Association had a table at check-in and a tent at the football game from which they sold memberships, afghans, and lottery tickets for the scholarship draw that was done during halftime of the game. She stated that the PA would be doing that again this year. Dr. With stated the University has a committee that plans Family Weekend and asked for a volunteer from the PA to serve on that committee. Rose Van Meter volunteered to attend the meetings.

## VI. Scholarship Drawing

President Burns stated that last year the Association had agreed to draw five \$500 scholarships at the Spring meeting of each year. She then suggested that, if there was enough money in the account to cover the expenses that had previously been approved, the Association provide ten scholarships. Treasurer Harold George reviewed the current financial statement and encumbered monies, and stated that there was ample money. Rose Van Meter made a motion to award ten scholarships during this Spring's scholarship drawing. Sara Tarvin seconded the motion. Motion passed when called to a vote.

President Burns suggested that in an effort to financial assist as many students as possible, the Association may want to look at eliminating from the scholarship draw those students who were awarded a \$1,000 scholastic scholarship. She further stated that five additional names should be drawn as alternates in the event that a recipient(s) does not return to UNT for the Fall semester.

A motion was made by Debbie Weicht to eliminate from the scholarship draw those students who were awarded a \$1,000 scholastic scholarship and that five additional names be drawn as scholarship draw alternates. The motion was seconded by Sharon DeLoss and passed when called to a vote.

Scholarship Draw recipients:

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|-------------------------|----------------------|
| 1. David H. Mason       | Flower Mound, Texas  |
| 2. Keri M. Southerland  | Keller, Texas        |
| 3. Krysta L. Mann       | Houston, Texas       |
| 4. Jonathan A. Jackson  | Shelby Top, Michigan |
| 5. Julian C. Arriaga    | Fort Worth, Texas    |
| 6. William R. Rogers    | Fort Worth, Texas    |
| 7. Sherene N. Kutach    | Conroe, Texas        |
| 8. Kathryn A. Stachitus | Houston, Texas       |
| 9. Steven L. Pottenger  | Coppell, Texas       |
| 10. Amanda M. Caldwell  | Temple, Texas        |

Five additional names were drawn as alternates in the event that a recipient(s) does not return to UNT for the fall semester. The names of the alternates were recorded by Dr. With in the order in which they were drawn and were not announced.

## VII. University Report

Dr. With reiterated that the university is very supportive of the Parent Association and would like to see continued expansion and participation. She added that the most effective way for the university to interact with parents is through other parents, and that is why the Parent Association is so important to the university.

Rose Van Meter asked if a committee to review the PA by-laws should be established to avoid the situation that occurred at the Fall 2004 meeting. She felt that the general membership should make amendments to the by-laws, not the Executive Board. Debby Miller reminded her that the amendments were presented to the general membership at the Fall meeting, at which time the general membership decided that if the Executive Board had already approved them, there was need to discuss them in the general meeting. A member thought a review of the by-laws should take place annually. Harold George replied that due to the fact that the Association only meets twice a year, it would not be feasible to do it every year. He made a motion that at the Fall meeting, when there are more members present, the general membership be given an opportunity to sign-up to be on a By-law Review Committee. This committee would review the by-laws and report back to the general membership at the Spring meeting with any recommendations. These recommendations would then be presented to the general membership at the following Fall meeting for discussion/action. Debbie Weicht seconded the motion, which passed when called to a vote.

It was agreed that the PA by-laws be posted on the website.

## VIII. Announcements

President Burns announced that Historian Sharon DeLoss had brought the PA Scrapbook to the meeting and invited everyone to take a few minutes to look through it. She thanked Mrs. DeLoss for her efforts in putting the book together. Mrs. DeLoss asked that anyone having digital or hard copy pictures please send them to her for inclusion in the book.

IX. Adjournment

There being no further business, a motion to adjourn was made by Sara Tarvin. Steve Weicht seconded the motion, which passed when called to a vote.

Minutes approved by:

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Debbie Burns, President  
UNT Parent Association

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Debby Miller, Secretary  
UNT Parent Association

Members Present:

Debbie Burns  
Harold George  
Debby Miller  
Brenda Youngblood  
Rose Van Meter  
Mike Van Meter  
Debbie Wiecht  
Steve Weicht

Greg Tarvin  
Sara Tarvin  
Mary Pottenger  
Paula McFarland  
Bill Horn  
Rebecca Horn  
Sharon DeLoss

University Representatives:

Dr. Elizabeth With  
Kim Garza

Jennifer Nelken