

UNT Parent Association

Bi-Annual Meeting | September 19, 2015

Meeting Minutes

- I. Call to Order – President Tony Hill called the meeting to order at 10:33 a.m.
- II. Approval of Minutes – President Tony Hill called for motion to approve the minutes of the May 2 PA meeting. Motion made, seconded, and approved.
- III. Report of Officers –
 - a. President – President Tony Hill provided members with a recap of accomplishments from the 2014-2015 academic year.
 - a. The Parent Association hosted two successful Goodie Box stuffing event with members present for fellowship and stewardship for our students.
 - b. The annual spring social was cancelled due to an ice storm that came through the area in February. In lieu of the traditional basketball game and meal, the Parent Association added a sit-down breakfast to the bi-annual May meeting.
 - c. Homecoming is always an exciting time for the Parent Association. For the past 2 years the group has built a float together and ended up winning a trophy each year. We hope to do that again.
 - d. Membership applications have increased 18% from the previous year, with the bulk of our new members joining during the summer months.
 - e. The Parent Association was able to provide more than \$30,000 in scholarships to our students over the past year.
 - f. An upcoming change for the new academic year include quarterly executive board conference calls with the UNT Parent Programs staff. We hope this allows our executive team to respond to the questions and needs of members in a timely manner. Membership can be assured that the board has been identifying opportunities for improvement in terms of communication, processing of forms, and the quality of programs and services offered. We look forward to improvements ahead.
 - b. President Elect – Treasurer Cindy Cravey shared an update from the Summer Send-Off Parties that took place in August. Parent Association members and UNT Parent Programs staff traveled to 15 party locations. This year we added a location in Oklahoma to expand the members we are reaching at these events. A total of 554 people participated in the send-off parties.
 - c. Vice President – Vice President Sharon Wainscott provided an update of our current membership numbers and volunteer totals from the past year.
 - a. Currently we have 1,525 family groups who are members of the Parent Association. This is more than 100 from the previous year. Of that number, 651 are new members. 16% of expired memberships renewed during the renewal period.
 - b. At summer orientation, we had 26 Parent Association members volunteer to sell memberships and merchandise to parents and families of new students.
 - c. In addition, more than 50 volunteers were recognized by the board for volunteering their time at a Parent Association or university event.
 - d. Historian – Justin Barker, Coordinator for Parent Programs, reported an update on behalf of the Historian. Justin reported that changes will be made to the Parent Association facebook pages.

The general group page will be renamed Mean Green Family, and a private group will be created for paid members of the Parent Association. Reasons for the changes include:

- a. Often it is difficult for the Parent Programs staff to share information pertaining to members only in the current format (i.e. Family Weekend discount code, scholarship reminders, etc.).
 - b. The Parent Association facebook page was created as another means to conduct the business of the association. Currently the page is utilized as more of a forum setting.
 - c. An open forum will exist by way of the Mean Green Family page where members will have fewer restrictions on the types of posts and information they share. Guidelines will be established to support positive online etiquette.
 - d. Questions about the pages should be directed to the Parent Programs email account parents@unt.edu
- e. Treasurer – Darcy White, Treasurer, turned the treasurer report over to Stephanie Brown, Assistant Director for Orientation and Transition Programs, for an update on the FY2015 financials. The balance as of September 1, 2015 was \$32,103.35.
- a. An overview was shared of budget line items compared to our standing budget.
 - b. Our expenditures are in line with previous years. The Parent Association has been conservative in budgeting for unknown membership revenues each year. This year’s increase in memberships has afforded us additional funds to consider allocating to current or new initiatives. A proposal will be announced during the meeting’s New Business to gain feedback from members on how these funds should be spent.
 - c. 51 \$500 draw scholarships and 5 \$1,000 academic scholarships were awarded during the previous year

IV. University Reports

- d. University Update – Stephanie Brown, Assistant Director of Orientation & Transition Programs reported the following updates:
 - i. University enrollment has surpassed 37,000 – official numbers on the 20th class day (this is the number that the Texas Higher Education Coordinating Board receives) is 37,214
 1. This is our largest freshman class with 4,656 FTIC (first time in college) this number includes about 200 TAMS students (Texas Academy of Mathematics and Science - residential program for high school-aged Texas students who are high achievers and interested in mathematics and science)
 2. Campus diversity continues to increase with a nearly 10% increase to our Hispanic population, 2.6% increase to African American students, almost 3.6% increase to Asian/Pacific Islander students, and 12% increase to international students on campus
 3. Our College of Engineering is growing at a rapid rate with a 22% increase in students this year
 - ii. From an orientation perspective, Transfer Orientation up over 4% from last year, and Freshman Orientation up over 7%
 - iii. This week on campus we celebrated our Founder’s Day. This included events on campus culminating with Family Weekend.
 - iv. Construction on campus still remains. Rawlins Hall, the new Honors resident hall, opened on move-in day and is full, the Union remains in construction with offices planning to relocate to that space in the fall, and we recently obtained a Tuition Revenue Bond (TRB) supporting a new art building. At President’s State

of the University address he mentioned it would not be your average art building, but rather it would infuse technology with the arts.

- e. Changes to our office: We have a new coordinator position supporting the Senior Year Experience program of the University's guaranteed acceptance program, Eagle Advantage. This program guarantees admission to the top 20% of high school juniors in school districts with a signed Memorandum of Understanding (MOU) for the program.

b. Parent Programs Update – Justin Barker, Coordinator for Parent Programs, reported the following updates:

- Parent Programs is excited to host all of you at Family Weekend. We have more than 550 families registered for this event with more than 1,800 people in attendance. This is our largest Family Weekend to date!
- At Thanksgiving, we will be offering the Breakshuttle program again this year. This program provides students with transportation home and back to campus during the Thanksgiving holiday. Buses will be traveling to Austin, San Antonio, and Houston. Information can be found on the Parent Programs website: <http://studentaffairs.unt.edu/thanksgiving-bus-trip>

V. Special Order: Election of Officers – President, Tony Hill, opened the floor for nominations for executive board positions. Members as asked to serve a year long term, participate in quarterly conference calls, and work alongside the UNT Parent Programs staff to support initiatives of the group. For each elected position, President Tony Hill reviewed the job duties as listed in the Standard Operating Procedures prior to calling for nominations.

- a. President Elect – Lesa Haskell was nominated for the position. Lesa addressed the membership and a vote took place. A MOTION was made to APPROVE the election of Lesa Haskell as President Elect. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- b. Vice President – Sharon Wainscott was nominated for the position. Tony Hill addressed the membership with the current guidelines stating that positions are to be held for 2 terms. Sharon has completed those 2 terms, but Tony called for a vote to approve the extension of Sharon's position by one year. A MOTION was made to APPROVE the election of Sharon Wainscott as Vice President. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- c. Secretary – Marcia Bailey was nominated for the position. Marcia addressed the membership and a vote took place. A MOTION was made to APPROVE the election of Marcia Bailey as Secretary. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- d. Treasurer – Jaki Frost and Darcy White expressed interest in the position. Before the vote took place, Jaki removed herself from the ballot. Darcy addressed the membership and a vote took place. A MOTION was made to APPROVE the election of Darcy White as Treasurer. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- e. Parliamentarian – Cindy Smith was nominated from the floor. Cindy addressed the membership and a vote took place. A MOTION was made to APPROVE the election of Cindy Smith as Parliamentarian. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- f. Historian – Tekesha Hubbard was nominated from the floor. Tekesha addressed the membership and a vote took place. A MOTION was made to APPROVE the election of Tekesha Hubbard as Historian. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.

VI. New Business

- a. 2015-2016 Proposed Budget – Stephanie Brown presented the proposed budget for the fiscal year 2016.

- a. With conservative projections for membership revenue, the Parent Association has \$11,803.35 of unallocated funds. A discussion took place on ways these funds could be used:
 - i. The Parent Association could invest in computers to assist with membership and merchandise sales during summer months. Per university guidelines, computers taking payments have to be hardwired and solely used for payment collection. The cost would be more than just the cost of the computer.
 - 1. President Tony Hill provided insight and feedback on why this would be a wise investment for the organization. Members engaged in a conversation that ended in a MOTION to reserve \$2,500 of the unallocated funds toward the purchase of payment computers for the association. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
 - ii. The Parent Association has assisted with the funding of events hosted by the Parent Programs staff in the past. This hasn't been done for a number of years due the account balance and need to spend money in other ways. Ways the Parent Association can assist the Parent Programs events:
 - 1. Increase currently contribution to Family Weekend to exceed \$1,000
 - 2. Contribute to the Summer Send-Off Party budget
 - iii. It was recommended that a survey be drafted and sent out to membership on ways we can spend our unallocated funds. Stephanie Brown, Assistant Director for Orientation and Transition Programs, will send the survey electronically to the membership during the fall semester.
- b. A MOTION was made to approve the 2015-2016 proposed budget. The MOTION was SECONDED and PASSED by a UNANIMOUS VOTE.
- b. Fall Goodie Box Stuffing will be held on Saturday, November 21 at 9:00am in the Gateway Center. Additional information will be sent out to members on how they can volunteer for the event.

VII. Adjournment – with no further business, President Tony Hill adjourned the meeting at 11:45 a.m.

VIII. Passing of the Gavel – President Tony Hill passed the gavel to Cindy Cravey who assumed the duties of President, with Tony Hill assuming the role of Past President. President Cindy Cravey presented Tony Hill with a plaque commemorating her service to the organization.

Respectfully submitted,

Stephanie Brown, Assistant Director for Orientation and Transition Programs

11/4/15