

GREEN ELEMENTARY
PTA Special General Membership Meeting Minutes
February 26, 2007

CALL TO ORDER

President Pat Walsh, with Secretary, Susan Vilven being present called the February 26, 2007 Green Elementary PTA General meeting to order at 1:03 p.m. The meeting was called to order in the Atrium at Green Elementary. A quorum was established according to the attendance sheets, which are included.

NEW BUSINESS

- Pat informed those present that it was time for the Green Elementary PTA bylaws to be revised, and stated that it would be prudent to adopt the most current bylaws issued by Texas PTA with no changes. Pat asked if there were any questions or proposed changes in regard to the bylaws. There were none, therefore the discussion of bylaws was concluded. Kimberly Boyd made a motion to adopt these bylaws. Renee Politz seconded the motion. The motion was unanimously approved and will carry.
- Pat then proposed that those present hold a discussion in regard to amending the Green Elementary standing rules. Pat discussed the fact that the changes to current standing rules are being proposed to provide additional information and clarity for PTA members. Pat proceeded to read the proposed standing rules, in their entirety, asking for questions and changes at the end of each section.
 - A. The third section of the document titled "Officer Responsibilities" was revised by adding information to clarify each officer's duties.
 1. In regard to segment "A." in which the President's responsibilities are listed, the following changes were proposed:
 - a. After responsibility number 8, this duty was suggested as number 9, "Serve on Life Membership Awards Committee." Kimberly Boyd made a motion to add this duty. Dawn Crouch seconded the motion. The motion was unanimously approved and will carry.
 - b. For responsibility number 10, "Serve on Green Elementary Scholarship Committee" was proposed. Cathy Childress made a motion to add this duty. Sara Walsh seconded the motion. The motion was unanimously approved and will carry.
 - c. The two duties which previously were listed as numbers 9 and 10 were changed to numbers 11 and 12, respectively.
 2. In regard to segment "B" in which the 1st Vice President's responsibilities are listed, the following change was proposed:
 - a. After responsibility number 4, this duty was suggested as number 5, "Serve on Life Membership Awards Committee." Kimberly Boyd made a motion to add this duty. Stacey Budd seconded the motion. The motion was unanimously approved and will carry.
 - b. Those responsibilities previously listed as numbers 5 through 14 were changed to be listed as 6 through 15, respectively.
 3. In regard to segment "J" in which the Parliamentarian's responsibilities are listed, in duty number 3, the word "approved" was corrected to "approval."

B. The fourth section of the document titled “Standing Committee Chairmen Responsibilities” was revised as follows:

1. In regard to each segment, beginning with “A”, Accelerated Reader Chairman, all lowercase letter bullet points were changed to numerical bullet points.
2. In regard to segment “K” in the proposed document in which the Garage Sale Chairman’s responsibility is listed, the suggestion was made to eliminate the words “Twin Creeks.” Susan McDaniel made a motion to strike out “Twin Creeks” from the text. Sara Walsh seconded the motion. The motion was unanimously approved and will carry.
3. A total of five additional Standing Committee Chairman and related responsibilities were added to the standing rules. These additions are as follows:
 - a. Book Fair Chairman – Plan and coordinate PTA book fair(s). Stacey Budd made a motion to include this job in the standing rules. Dawn Crouch seconded the motion. The motion was unanimously approved and will carry.
 - b. Pass Book Chairman – Plan and coordinate sale and distribution of passbooks. Kimberly Boyd made a motion to include this job in the standing rules. Dawn Crouch seconded the motion. The motion was unanimously approved and will carry.
 - c. Catalog Sales Chairman – Plan and coordinate fundraising through catalog sales. Sara Walsh made a motion to include this job in the standing rules. Stacey Budd seconded the motion. The motion was unanimously approved and will carry.
 - d. Spirit Store Chairman – Coordinate the promotion and sale of school spirit items through out the year. Renee Politz made a motion to include this job in the standing rules. Sara Walsh seconded the motion. The motion was unanimously approved and will carry.
 - e. School Supplies Chairman – Coordinate the sale, purchase and distribution of school supplies within the budget approved by the principal. The term for this position is from order through delivery, which does not follow the fiscal year. The term for this job will end after delivery of school supplies. Cathy Childress made a motion to include this job in the standing rules. Renee Politz seconded the motion. The motion was unanimously approved and will carry.
 - f. Each of the Standing Committee Chairman descriptions will be added to this fourth section of the document so that each chairman’s titled is listed in alphabetical order.

E. In regard to the section of the standing rules titled “Procedures”, there was only one change proposed:

1. The fourth part of this “Procedures” section is titled “Financial.” Under “Financial”, segment “J” titled “Miscellaneous Financial Matters”, number 6 was amended to strike out “5th” and add “4th” in regard to that respective Vice President. Stacey Budd made a motion to change “5th” to “4th”. Cathy Childress seconded the motion. The motion was unanimously approved and will carry.

F. Upon completion of discussing the “Procedures” section of the document, Pat asked those present if there were any additional questions, debates or amendments

in regard to the standing rules. There were none, therefore Pat asked the PTA members to vote on the amended document. Dawn Crouch made a motion to adopt the amended document. Carol Haskin seconded the motion. The motion was approved by 12 members of the PTA, over two thirds of those present, as supported by the sign-in sheet, which is included.

The February 26, 2007 Special General PTA Meeting was adjourned at 2:06 p.m.

Susan Vilven, Secretary