

NORTHERN VIRGINIA DISTRICT



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Executive Board Meeting Minutes

Wednesday, May 23, 2007

**Thomas Jefferson High School for
Science & Technology Career Center, Alexandria**

Members Present:

Lisa Moore, District Director
Debbie Kilpatrick, 1st Asst. Director
Sharon Sneed, Bylaws/Membership Chair
Rob Horvath, Communications Chair
David Edelman, Education Chair
Alana Heng, Technology Chair
Michele Menapace, Fairfax County Council PTA President
Patricia Franck, VA PTA Arts in Education Chair

Call to Order/Adoption of Agenda

- The meeting was called to order by Lisa Moore at 7:46p.m.
- Lisa Moore asked for volunteer to record minutes due to recent resignation of Secretary. Alana Heng volunteered.
- Motion to adopt agenda by Debbie Kilpatrick with amended heading to read: Northern Virginia District PTA. Motion was **SECONDED** by Rob Horvath and **MOTION CARRIED**.

Approval of Minutes – April 12, 2007

- Motion to approve April 12, 2007 Minutes with corrections by Debbie Kilpatrick. Motion was **SECONDED** by Patricia Franck and **MOTION CARRIED**.

Annual Meeting Minutes – Minutes were prepared by Debbie Kilpatrick since District Secretary or District Treasurer (tasked with recording the Annual Meeting minutes) did not prepare the minutes prior to resigning their positions on the Executive Committee. The Executive Board reviewed and noted corrections. Minutes will be approved at next District general meeting.

Financial Report – monthly report

- Not Available, therefore unable to approve
- Rob Horvath asked to purchase a new Domain Name and the cost to be included in this year's Financial Report. Estimated to be under \$10.00

Annual Meeting report 2007-2008 Requirements:

Set District deadlines: Motion to approve 2007-2008 District Meeting Dates by Debbie Kilpatrick. Motion was **SECONDED** by Rob Horvath and **MOTION CARRIED**.

Set Board deadlines:

Board Calendar Dates

Fall Legislation Workshops

1st: Sep 15, 2007

2nd Sep 22, 2007

3rd: Sep 29, 2007

District Training (LTW) Events Planned

1st: Sep 15, 2007

2nd Sep 22, 2007

3rd: Sep 29, 2007

Spring Legislation Workshops

1st: April 16 2008

2nd April 15, 2008

3rd: April 14, 2008

Annual Meeting Dates

(must be held prior to the Board of Managers' Spring Board Meeting)

1st: April 16 2008

2nd April 15, 2008

3rd: April 14, 2008

Northern Virginia District PTA Dates:

Motion to approve 2007-2008 District Executive Board Meeting dates by Debbie Kilpatrick. Motion was **SECONDED** by David Edelman and **MOTION CARRIED** for the following dates:

Board Meetings:

Aug 29, 2007

Oct 17, 2007

Nov 28, 2007

Jan 16, 2008 (Jan 23 snow date)

Feb 20, 2008 (Feb 27 snow date)

Mar 28, 2008

May 21, 2008

Reflections:

- Recommendation of deadline dates made by Patricia Franck - unit 10/19; Council 11/9; District Dec 7, VA PTA, Jan 18)
- Lisa Moore recommended the District Turn-in Deadline to be Dec 21, 2007
- Reflection Awards Reception – March 4 with back-up date of March 11, 2008

Citizenship Essay Project: Theme “Education, the Foundation of Freedom”

- February 1 to District
- March 1 to VA PTA

Volunteer of the Year: March 10, 2008 due to District

Phoebe Apperson Hearst Award: February 1 to VA PTA

VA PTA Scholarship Award: March 1 to VA PTA

Special Elections

In accordance with District Bylaws, nominees were solicited to fill vacancy of District Secretary and District Treasurer. Two nomination forms were presented to the Executive Board for review.

- Debbie Kilpatrick nominated Nina Austin for District Secretary.
- Debbie Kilpatrick nominated Vickie Cattaneo for District Treasurer.

The floor was opened for additional nominations for District Secretary and District Treasurer. There were none. Nina Austin was elected as District Secretary and Vickie Cattaneo was elected as District Treasurer.

Appointment of Standing Rules Special Committee Members

Lisa Moore, Rob Horvath, Michele Menapace, Debbie Kilpatrick & Patricia Franck volunteered to participate.

Committee Reports

Education:

- David Edelman reported that he sent email to Lauren DeWolfe. To request update on “No Child Left Behind”. He will contact Senator Janet Howell’s office to reserve reception room for Feb 4, 2008, VA PTA Day at the General Assembly in Richmond. Debbie Kilpatrick recommended asking high school students to attend VA PTA Day to represent the district.
- Lisa Moore reported she was contacting Senator Edward Kennedy & sub bill working relative to the National PTA was presented. Goal was to get more congressional support by contacting Congressmen Wolf & Davis.

Technology:

- Alana Heng reported that obtaining the new domain name, **www.novadistrictpta.org**, was in process and should be up and running within the week. The estimated cost would be under \$10. The existing domain name (fairfaxdistrictpta.org) would be available until it expired March 25, 2008. Thus, anyone who enters the old or new domain name will see only the new domain name.

Communications:

- Rob Horvath recommended creating officer email accounts with the new domain name.
- Rob Horvath requested anticipated dates for upcoming newsletters.
- Lisa Moore indicated a June Newsletter and an August Newsletter.
- Rob Horvath requested deadline dates for submitting news to the Newsletter.

Arts & Education:

- Lisa Moore reported that Reflections Committee needed to provide counsel regarding the inability of schools to contact Council Reflections Point of Contacts regarding entries that have not been returned to students.

Council & City Reports:

- Discussion by Michele Menapace, FCCPTA President, regarding question about OMDR (Online Member Database Recording) and was referred to National Site
- Michele Menapace reported that the Annual Training for Fairfax County Council will be held May 30 and members from Alexandria & Arlington County Council members were invited. No responses from Arlington to date.
- Results from the FCCPTA Communication survey was about 50 responses

VA PTA Board of Managers Report –

Patricia Franck reported Leadership Training at Longwood and State Convention will be held at Portsmouth VA. Also, any students who were National Reflections Award Winners are invited to attend Sunday Breakfast for further recognition, all expenses paid for student and parents.

District Director Reports

Lisa Moore provided handouts on “District Director’s Progress On Plan of Work Report” as well as the report from First Assistant Director Debbie Kilpatrick. Reports available upon request.

New Business

Regional District Leadership Training – June 16, 2007, Location/Time: TBD

Fall Legislation/Leadership Workshop – Sept 15, 2007, Location/Time: TJHSST, 9:00am– 2:00pm

Announcements

Education/Leadership Training Conference – July 13-16, 2007, Place TBD

Next Board Meeting: Wednesday, August 29, 2007, 7:30 p.m. at the Career Center, TJHSST, Alexandria.

Adjournment was called at 9:28pm

Respectfully submitted,

Alana Heng, Technology Chairman, In lieu of vacant Secretary Position

Approved as amended: _____

Date: August 29, 2007