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**Executive Board Meeting Minutes
Wednesday, August 29, 2007
Thomas Jefferson High School for
Science & Technology Career Center, Alexandria**

Members Present:

Debbie Kilpatrick, District Director
Lisa Lombardozi, 2nd Asst. Director
Vickie Cattaneo, District Treasurer
Nina Austin, District Secretary
Sharon Sneed, Bylaws/Membership Chair
Rob Horvath, Communications Chair
Alana Heng, Technology Chair
Denise Bolton, Arts in Education
Patricia Franck, VA PTA Arts in Education Chair
Cecelia Espenoza, Arlington County Council President

Call to Order/Adoption of Agenda

- The meeting was called to order by Debbie Kilpatrick at 7:46p.m.
- Motion to adopt agenda was made by Lisa Lombardozi. Motion was SECONDED and MOTION CARRIED.

Welcome/Introduction

- Debbie Kilpatrick introduced Vickie Cattaneo, the new District Treasurer, from the Alexandria Council and Nina Austin, the new District Secretary, from the Arlington County Council.
- Debbie Kilpatrick announced that Alana Heng, Technology Chair, has been chosen to be a delegate to the 2nd Annual Emerging Minority Leaders Conference. The Conference goal is to identify and develop PTA's future leadership by recognizing and reinforcing the importance of ethnic minority leaders in PTA's future growth.
- Debbie Kilpatrick announced that Rob Horvath, Communication Chair, has been chosen to be a participant in the first class of the PTA Training Capacity Building Initiative (TCBI). Participants from all 50 states will attend a four-day training of trainers course aimed to developing a cadre of nationally certified trainers who will be available to hold training sessions on various topics for local units within their states.
- The other meeting attendees introduced themselves.

Approval of Minutes – May 23, 2007

- Motion to approve May 23, 2007 Minutes with corrections was made by Lisa Lombardozzi. Motion was SECONDED and MOTION CARRIED.

Financial Report – monthly report

- Vickie Cattaneo presented the budget. Corrections need to be made and will be done for the October 17th meeting.
- The financial report will be filed for audit.
- Additional funds are available for committees to request.

Nomination/Election of 1st Assistant Director Vacancy

- In accordance with District Bylaws, nominees were solicited to fill the vacancy of 1st Assistant Director. One nomination form was presented to the Executive Board for review.
- Debbie Kilpatrick announced that Deborah Aceto-Milton submitted her name for consideration for the remainder of the term of 1st Assistant Director.

The floor was opened for additional nominations. There were none. Deborah Aceto-Milton was elected 1st Assistant Director.

Appointment of Budget Committee Members

- Debbie Kilpatrick reported that at the Executive Committee Meeting, Wednesday, August 29, 2007, Lisa Lombardozzi made a motion for the members of the Budget Committee to include: Chair – Vickie Cattaneo, Bill Levy, Lesley Aschenbach, Lisa Lombardozzi, and Debbie Kilpatrick, ex-officio. Motion was SECONDED and MOTION CARRIED.

Standing Rules Special Committee Chair appointment

- Debbie Kilpatrick reported that at the Executive Committee Meeting, Wednesday, August 29, 2007, Lisa Lombardozzi made a motion to add Sharon Sneed to the Standing Rules Special committee and appoint Michele Menapace as Chairperson. Motion was SECONDED and MOTION CARRIED.

Fall Legislation/Leadership Workshop – September 15, 2007, Location/time: TJHSST, 9:00 a.m. – 12:00 p.m.

- Letters were sent to local unit PTA Presidents to advertise the workshop. Alana will provide name tags.
- Wegmans, Giant, and B.J.s donated gift cards for the refreshments.
- Flyers will be displayed at workshop regarding B.J.s fund raising partnership.
- We may have to pay for use of the technical equipment at TJHSST. Rob Horvath may be able to bring a projector. Building use fee of \$64 will be paid by TJHSST.

Committee Chair Reports

Reflections

- Denise Bolton reported that the Reflections information for this school year is on the District web site. The District deadline is Friday, December 7th. The Council deadline is November 9th. The State awards will be known by early March.

Communications

- Rob Horvath reported that he plans to produce a newsletter every other month with information regarding upcoming events.

Bylaws/Membership

- Sharon Sneed reported that the Bylaws were approved. The District re-submitted the hard copy and will receive the seal.
- Sharon Sneed presented the Membership dues and Bylaws status report. She will invite the units who haven't been paying dues or need to update their bylaws to the Legislative/Leadership workshop.
- Sharon Sneed reported that the local units must be in good standing on December 1st to participate in Reflections.
- Sharon Sneed distributed an article from **Northern Virginia** Magazine about a PTA in Arlington and mentioned the embezzlement of PTA funds at Navy Elementary in Fairfax.

Nominating

- Juan Lopez reported that he was elected chair of the committee.

Council and City Rep Reports

Arlington Co. – Cecelia Espenosa reported that the dates are set for the Arlington Co. Council meetings but some of the locations have not been determined yet. The meetings are the first Monday of the month except in September when it will be the 17th.

Alexandria – Vickie Cattaneo reported that the meetings in Alexandria are the 2nd Wednesday of the month. The new T. C. Williams High School opens this fall and Alexandria is beginning a search for a new Superintendent.

VA PTA Board of Managers Report

- reported that the State Convention is October 26-28, 2007. There is an awards ceremony at the Sunday morning breakfast.
- Reported that this is a State Rep election year. All new State Standing Chairs are elected.
- E- voice electronic news goes out bi-weekly on Mondays.
- Reported that there will be luncheon for Diane Florence since it is her last year.

District Director Report

- Debbie Kilpatrick reported that presenters are set for the Fall Legislation/Leadership Workshop.
- Debbie Kilpatrick reported that **Plan of Work Reports** will be expected of committee chairs and the executive committee. This will make the transition easier for the next person who fills the position. Electronic copies of how to write a Plan of Work will be sent by email.

New Business

- None reported.

Announcements

- Virginia PTA Convention – October 26-28, 2007, Portsmouth Waterfront Hotel and Conference Center.
- Next Board Meeting: October 17, 2007, 7:30 p.m. at the Career Center, TJHSST.

Adjournment was called at 9:20 p.m.

Nina Austin, District Secretary

Approved as amended: _____

Date: _____