

**PLHS Pointer Association**  
**Special Meeting of PLHS Pointer Association (PA)**  
**May, 25, 2016, 7:00 p.m.**  
**Meeting Minutes**

**Present:** Brant Brockett, President  
Tacy Armstrong, Athletics Booster Director  
Renatte Adler, Arts Booster Director  
Vicki Moats, Communications Director  
Dinisia Valadao, Fund Raising Director  
Eleanor Snyder, POP Director  
Diane Sullivan, Membership Director  
Andrea Loewer, Scholarship Director  
Kim Jessop-Moore, Alumni Director  
Donald Valadao, Attendee  
Donna Schmidt, Attendee

Meeting called to order at 7:10 p.m. It was noted that nine members of the BOD were present and represented a quorum.

1. **Item #1: Presentation and discussion of PA financial statements.** With the acceptance of the resignation of Carleen Berry (PA Treasurer), this item to review at a more detailed level the financial transactions for Booster accounts, has been delayed. It was noted that contact has been made with Barbara Meserve, former Treasurer, who has agreed to assist in transition with Treasury responsibilities until a new Treasurer can be appointed. Discussions underway with potential replacement nominations to be considered at the Friday, June 3<sup>rd</sup> PA Year-End Social at Heidi Mather's house from 6:00 to 9:00 p.m.
2. **Item #2: Discussion of need for regular Board of Director (BOD) meetings and regular PA general sessions.** There was discussion of the Pointer Association by-laws and what this document stipulates pertaining to meetings of the BOD and General (Member) PA meetings.

It was agreed that the PA will hold regular monthly Board of Director meetings at 6:00 p.m. on the second Monday of each month during the school year. The consensus was that General members will be welcome to attend (clearly communicating what are BOD topics and that the BOD votes on certain agenda items) and what the general topics are which will be on the agenda to immediately follow the BOD meeting agenda items. It was decided that general members can attend PA BOD meetings such as is the current practice—if there is a sensitive topic the meeting can break with BOD members remaining in attendance to discuss and take action on any sensitive topics.

Consensus was reached on the number of required general session meetings in a school year and it was agreed that the BOD meetings be held monthly and there should be a minimum number of two general PA meetings should be put in the by-laws (beginning and end of the school year). The intent would be to hold more general PA meetings or publicize the monthly BOD meetings and invite the PLHS parent community, especially during the fall and spring when recruiting new BOD and Chair positions is active and it

would be beneficial to hold the general session PA meetings more often. Finally, it was noted that if a special meeting of the BOD is called, there is a notice period outlined in the By-Laws and that items cannot be added to the agenda (according to Robert's rules of order).

**Action Item:** It was agreed that the by-laws will need to be amended going forward since it has not been updated in many years to include revisiting the document, definition of "members", the frequency of BOD and General PA meetings, number of officers and those who are members of the BOD (to reflect the new PA organizational structure), and any other updates.

### **3. Item #3: Review of Pointer Association Organizational Structure and Positions**

A review the current organizational structure, including detailed BOD and Chair positions occurred. See attached document V15. The following changes were made:

- Delete new position "Tax Chair", given that these duties were included in other positions
- Change title of Vice President of Finance to Treasurer
- Change title of Secretary to Secretary, Recording & Corresponding
- Add an Assistant Fund Raising Director
- Add a Parliamentary Chair whose role would be to interpret by-laws and utilize Roberts Rules of Order to ensure meetings of the PA were conducted in accordance with by-laws and meeting protocol.

**VOTE:** Tacy Armstrong, moved to adopt THE revised Organization Structure and listing of roles and responsibilities, Vicki Moats seconded it. Vote: all in favor, none opposed, none abstained.

Meeting adjourned at 8:18 p.m.

