



HCC PTA Executive Committee PLANNING MEETING MINUTES

August 11, 2020

6:00 PM

[ZOOM](#)

Call to Order: 6:03 PM

Debbie Long

Attendance: Debbie Long, Michael French, Ali Brown, Mattie Jones

President's Report

- Appointed Standing Committee Chairs and Area Representatives

Area Reps

Brookland	Keith Radogna
Fairfield	Alice Thompson
Three Chopt	Kelley Hope
Tuckahoe	OPEN
Varina	LaShawn Payne

Committees

Banquet	Amanda Palmer
Bylaws/Extension	Ali Brown
Communication/Website/Newsletter	Melissa McKinney
Advocacy	OPEN
Reflections/Cultural Arts	Mary Wilson*
Scholarship	OPEN
Volunteer	Remove

**Wants a replacement/co-chair*

- Proposed Ad Hoc/Special Committees
 - Approved Sponsorship Committee
 - Further consideration: School Reopening (until return to fulltime school) and Equity committees could be under Advocacy. Need to have laser focus to benefit and not harm. Spell out specific question(s) to be answered for further consideration
- Reviewed Bylaws and Standing Rules
 - "1. Regular meeting of the Executive Board shall be held on the third Tuesday of each month; or on another date per majority of council

board with at least 5days [sic] notice been given according to bylaw. Board meetings shall begin at 6:00pm and adjourn no later than 8pm.”

Survey Board to find a date per majority because third Tuesday of each month does not work. Exec Comm prefers lunchtime to evening meetings if they are accessible, need plenty of notice.

- *“2. General Membership meetings shall be held on the third Monday of each month, August through June; if that date is a school holiday the meeting is moved to the next available date per school availability. Meetings shall begin at 6:00 PM [sic] and adjourn no later than 8:00 PM.”*

Exec will wait to see what dates speakers are available and try to get them set and published ASAP. Debbie to reach out to HCPS liaison.

- General Meetings to be quarterly. Proposed calendar:
 - August: Two Brainstorming Sessions with Intro from FACE (Elementary and Secondary); Executive Committee Meeting with Dr. Cashwell; and, Financial Reviews by appointment
 - September: Two Brainstorming Afternoons
 - October: General Meeting followed by State of Henrico Schools. Speaker Dr. Cashwell followed by School Board + Equity (Monica Manns) Break-Out Sessions
 - November: None
 - December: None
 - January: None → Committee: Advocacy Prep (Jenna Alexander); VA PTA Day at the General Assembly, January 22
 - February: General Meeting followed by Reflections Awards Program
 - March: VA PTA 100th Annual Conference, March 20 @ [Fort McGruder](#)
 - April: None
 - May: General Meeting with Elections followed by Annual Banquet/Celebration
 - June 7, 2021: Vendor Fair/Incoming Leadership Training (newly elected president presides) – Richmond District level.

Treasurer's Report

Mattie Jones

- Presented 2020-2021 Financial Report. Bring to Board on August 18
- 2019-2020 Audit Status – completed tomorrow, present August 18.
- Created draft 2020-2021 Budget. Present to Board on August 18.

Additional Officer Updates: None

Misc. Business: None

Adjourn 7:46 PM