

UNCSA Parent Support Organization (PSO)
September 23, 2011 General Meeting Minutes
Eisenberg Social Hall
Submitted by Cindy White, PSO Secretary

In Attendance: Don Murphy, Andrea Haritan, Colette Griffin, Laura Murphy, Marcela Miller, Cindy White, Robin Devore, Brian Baker, Dave Andrews, Beth Kelley, Jeanie Sessoms, Anna Barber, Giovanna Kaplan, Richard Kendall, Irwin Stern, Sherri McVay, Barbara Young, Jill Lane, Doug Bohannon, Kristina Nakagawa

Don Murphy, PSO Chair presiding.

The minutes of the April 25, 2011 Executive Council meeting were approved.

Officer Reports

Chair – Don Murphy

Don reviewed procedure and explained more fully our mission to raise money through membership dues and fundraising in support of the High School Academic Program. He also clarified that the PSO is a sub-group under the larger non-profit status of UNCSA's Foundation.

Vice-Chair - Barbara Young

Nothing new to report.

Secretary - Cindy White

Cindy inquired about the status of our Student/Parent directory. Don announced that the new Directory Chair is **Donna Williams (Devin, VA 12)** who is formatting the information this year for easy reference; sorting by name, location and art. Look for it soon!

Treasurer - Dave Andrews

The financial statement represents mostly cash; some membership pledges have not yet been paid. The \$500 showing in Special Projects was earmarked to be used toward the renovations of 301 Gray and therefore cannot be spent elsewhere.

Income/Expense Report
7/1/2011 – 8/30/2011

Income:	
Membership	6,880.00
Fundraising	-
Special Projects:	
<i>Gray 301 renovations restriction</i>	<u>500.00</u>
Total Income:	7,380.00 (1)
Expenses:	
Credit Card Fees	73.30
Fundraising	
<i>Faculty & Staff lunch on 8/10/11</i>	168.13
<i>Car magnets & senior gift supplies</i>	<u>320.18</u>
Total Expenses:	561.61
Net Income	<u>6,818.39</u>

Cash Rollforward

Beginning Balance	12,810.92
Cumulative Net Income	6,818.39
Outstanding Pledges/Dues	<u>(740.00)</u>
Ending Restricted Cash	18,889.31 (2)
Petty Cash	<u>200.00</u>
	<u>19,089.31</u>

- 1) Includes \$740 of outstanding pledges/dues.
- 2) Includes: \$262.10 allocated to printer supplies, \$2,500 allocated to High School teacher endowment fund, \$1,346 allocated to projector repair/replacement, and \$500 for Gray 301 renovation.
- 3) In April 2011 the PSO ordered \$6,560 of Nutcracker merchandise that will be sold by the PSO at Nutcracker performances in December 2011. Payment for these items is not due to the vendor until December 2011.
- 4) Fiscal Year 2011-2012 expenditures include funds raised during Fiscal Year 2010-2011.

There is also an unpaid balance due of approximately \$4,100 from last spring's installation of additional security cameras in 3rd floor Gray for which the PSO committed to pay, Campus Police have been invoiced.

Committee Reports

Family Support Network Coordinator - Don Murphy reporting for Judy Cockrell

All families of newly admitted UNCSA high school students (approximately 174) were contacted by an existing UNCSA parent this past summer welcoming them to the school and offering to assist the new student and their families, and to answer questions as they could. New volunteers will be recruited to call, write letters or email new families again next year. We've had lots of positive feedback from our efforts this year.

Fundraising - Andrea Haritan reporting, additional information provided by Marcela Miller and Cindy White

Selling souvenirs at UNCSA's Nutcracker performances will be our big fundraiser this year. The committee will be co-chaired by 3 volunteer coordinators; Andrea Haritan is in charge of merchandise (purchasing, sales forecasts, budget), Marcela Miller is managing the money (credit card sales, cash box, deposit), and Cindy White is responsible for volunteers (scheduling, organizing, training). If anyone has retail buying experience, we can use your expertise to round out our offerings looking ahead to next year.

We plan to sell Nutcrackers (10" and 15"), Christmas ornaments, snow globes (large musical and small non-musical), jewelry, and possibly foam swords for boys. Ornament inventory includes items purchased last year from Pilgrim Imports, including the Fighting Pickle Ornament. Pilgrim Imports is willing to provide additional merchandise to us again this year on consignment.

We will also be selling the remainder of the Nutcracker t-shirts and children's UNCSA t-shirts left from last year, and possibly raffle tickets for both large and small items. We are seeking donations from local merchants and possibly UNCSA families, hoping to secure large items (large/tall decorative nutcracker or wreath, dinner for two, piece of art, etc.) and/or small items (gift cards, candy, toiletries, etc.) that can be combined into a large gift basket. We have raffle tickets remaining from last year so any money raised will be 100% profit. **Carolyn Brooks (grandmother of Salem Bush, 11th VA)** is working on the raffle.

Souvenirs sold at the Nutcracker Boutique will be priced at \$5, \$10, \$15, \$20, \$30 and \$35, something for any budget. We ordered 492 nutcrackers and 576 ornaments in spring 2011; payment is due 12/20/11 after Nutcracker performances. A UNCSA college student's mother who makes jewelry with pewter charms reached out to us and offered to send us earrings and necklaces to sell on consignment. We've ordered 48 pairs of earrings and 48 necklaces, payment will be due after Nutcracker is finished and unsold merchandise can be returned. If this jewelry sells well during the first weekend, we can reorder in time for the second weekend.

The Stevens Center is providing an electronic credit card machine and is charging us a 12% fee on all sales; previously the WS Symphony Guild was charged 15%. Because this is our first year running the Boutique we have based merchandise orders on conservative sales estimates. Assuming all merchandise sells at the proposed pricing, Nutcracker Boutique is projected to net approximately \$10,000 for the High School Academic program. Under New Business a motion was made to approve a purchase of \$800 of snow globes with the potential for reordering another \$800 more if they sell well during Nutcracker's first weekend. The vendor is based in NC and doesn't extend wholesale credit. Since they keep

Nutcrackers in stock we plan to use them to resupply our inventory after the first weekend of performances as needed. Motion was seconded and passed.

In order for this fundraiser to be successful, we need volunteers to help set up and clean up the boutique, to donate item(s) to be raffled, and to sell merchandise at the boutique during each show. We anticipate needing 6-10 volunteers per performance. Volunteers can be parents, teachers, friends, grandparents, older siblings, etc. We currently have 4 parents who have volunteered via the PSO volunteer form and each High School teacher will volunteer for 1 or 2 performances. En Pointe (UNCSA's Preparatory Dance Parent's Association) and Triangle area UNCOSA parents have both expressed an interest in volunteering as a group for a night or two.

We need more sales help, *please* volunteer if you can!!!

There are occasionally empty seats at performances that the Stevens Center will allow volunteers to use, but these are not guaranteed. If your son or daughter will be performing or if there are performances that you don't want to miss you should plan accordingly and purchase seats. We do however ask that you not volunteer when you have purchased seats, if possible.

We are also providing a smaller version of our boutique with merchandise for sale during the Nutcracker box office Kick-Off event on Saturday, Sept. 24, 10:00 AM to 12:00 PM.

Don't forget our passive fundraisers!! Have you linked your Harris Teeter and Food Lion rewards cards to UNCOSA? You can also link Target credit and debit cards to UNCOSA. Links must be renewed each school year, if you signed up last year please consider doing so again this year. For information on how to sign up please see <http://www.uncsa.edu/parents/fundraisers.htm>

Hospitality - Colette Griffin

For Family Weekend the PSO is hosting a dinner for all UNCOSA families at Rooftop Bar and Grille, a new restaurant in downtown Winston Salem featuring low-country Southern cuisine. The response for attendance this year has been overwhelming. Colette received replies for approximately 60 attendees, more than the restaurant could handle so we were required to close the event for the first time ever.

Colette suggested that since the PSO has grown so much in this our 3rd year, the next large gathering we sponsor needs to be handled a bit differently. Most restaurants prefer limited menus for large parties as well as deposits. We need to have a process in place where we can accept advance payments from families who reserve. Colette suggested we try to provide a link on the UNCOSA website for making reservations and prepayments for future PSO sponsored socials.

Our next event will be Tuesday, November 29th when we will provide lunch to the high school teachers during exams.

Membership – Laura Murphy

Our membership has tripled this year! As of September 20th we have a total of 128 members with income from dues totaling \$7,200. The premium membership gifts (car magnets) were very popular and we have ordered an addition 150.

Under New Business a motion was made to gift a car magnet to each of the High School staff (28), each Residence Life staff (10), and to Chancellor Mauceri. Motion was seconded and approved.

Newsletter – Don Murphy for Lisa Jensen

Lisa will be writing and editing the newsletter which will be published by **Henry Lancaster (Devin, 12th VA)**. The fall edition will be out soon!

Social Networking – Darlene Clemenger

No report submitted.

There are now 83 members in our Yahoo Group. If you haven't joined yet, please visit www.groups.yahoo.com and search *uncsapso* OR for an invitation to join send an email to uncsapso-subscribe@yahoogroups.com.

Volunteer Coordinator – Andrea Haritan (interim)

So far we have received PSO volunteer forms from 9 parents/grandparents. Andrea keeps a master spreadsheet of names and interests and then forwards to the appropriate committee chair. Committee chairs should contact their volunteers in a timely manner to let them know how much we really appreciate their help!

If you would like to volunteer to help the PSO let us know send an email that includes your contact information and volunteer preferences to psv.volunteer@artist.uncsa.edu or contact any officer or committee chairperson directly.

Andrea has temporarily assumed the responsibilities of the PSO Volunteer Coordinator but would prefer to focus her attention on the Nutcracker Boutique. If you are interested in taking over the responsibilities outlined above, please contact Andrea aharitan@gmail.com

***This position does not require you to live in the Winston Salem area as the dedicated email above allows for remote access.*

High School Academic Advisors – Jill Lane

Jill expressed her thanks to the PSO and said that for the Wish List this year they tried to identify both small and large items. Large or expensive items are almost impossible to achieve without outside donations because the state requires HSAP to end each year with a zero balance, leaving no opportunity to save toward future goals.

HSAP Wish List

- Gray 301 Renovation (\$?)
Gray 301 is currently a stadium style lecture hall which does not work well for high school teachers who usually prefer not to lecture. They also like to have more flexibility than stadium seating allows when setting up classrooms. Budget cuts have necessitated an increase in the size of some classes while a number of the existing classrooms remain quite small, making the possibility of renovations especially important now.
- Servicing microscopes (annually \$600)
- Printing spring semester problem set booklets for *Advanced Functions & Modeling* and for *AP Calculus*. (about \$100 per class set for 4 classes)
- New classroom blinds (about \$50 per blind – most classrooms have 3-4 windows, so \$150-\$200 per room)
- Building up funds for the endowed teaching position
- Measurement equipment for Biology Research & Experiment Design (BRED) (\$620)
BRED presents us with the new challenge of measuring small liquid quantities precisely. Using bulb pipettes (the equipment we currently have) makes it impossible to standardize dilutions and transfers. Having fixed-volume pipettes in two sizes (500uL and 1000uL) and accompanying disposable tips would increase the quality of our work and would afford a variety of new opportunities.

Old Business

- PSO Bylaw revisions – to be voted on at the spring 2012 General Membership meeting.
Proposed by Don Murphy
 - Resolution of a conflict in dates regarding assumption of duties by newly elected officers
 - Clarification of Article 1 to show PSO's status as a non-profit under the larger umbrella of UNCSEA Foundation's non-profit status. Language has been approved by UNCSEA General Counsel.Motioned and approved by Andrea Haritan February 2011
 - Replacement of Officers
 - If the Officer resigns
 - If the Officer can no longer complete his/her duties
 - If the Officer's child is no longer a student at UNCSEA

Please see the attached copy of the PSO Bylaws with all proposed revisions marked in red.

New Business

- Motion for the approval for funds to be spent on Nutcracker Boutique merchandise.
- Earmarked fundraising is under development.
- Motion for the gifting of car magnets.
- Friends of the PSO should be invited to PSO social activities, should receive magnets for premium donations, and will be asked to volunteer at events.

- Many parents have asked to purchase additional car magnets. A motion was made to allow only members who have joined at the premium rate be allowed to purchase additional magnets. Motion was seconded and approved.
- Better options, including automatic, online response/purchase of future social events are needed in order to accommodate all families while also satisfying venue requirements.

Our next meeting will Spring, 2012, date TBA.

**BYLAWS OF THE
UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS
HIGH SCHOOL PARENT SUPPORT ORGANIZATION**

ARTICLE I: NAME OF ORGANIZATION

The name of this organization will be the University of North Carolina School of the Arts High School Parent Support Organization, ~~a non-profit organization affiliated with the University of North Carolina School of the Arts~~ a parent group formed to support the High School Academic Program in cooperation with the Dean, legally subsumed under the University of North Carolina School of the Arts Foundation, a tax-exempt, non-profit entity that fosters and promotes the school's general welfare.

ARTICLE II: PURPOSE

The purpose of the University of North Carolina School of the Arts (UNCSA) High School Parent Support Organization (the PSO or Organization) will be to:

- a) Support the UNCSA High School mission by:
 - 1) Organizing activities that promote the welfare of our students;
 - 2) Building a sense of community and enriching school life;
 - 3) Sponsoring a variety of special projects throughout the year that support the high school students and faculty;
 - 4) Helping to make all UNCSA High School parents feel welcome, and provide them with opportunities to be involved in their child(ren)'s school through volunteer and fundraising activities; and
 - 5) Providing clear communication with the school and parents; and

- b) Support the UNCSA High School administration and academic faculty by:
 - 1) Providing reliable and balanced feedback in an advisory capacity;
 - 2) Supporting a wide variety of fundraising activities;
 - 3) Participating in social events both on campus and within the local community; and
 - 4) When appropriate and in conjunction with the school's advocacy efforts, acting as advocates regarding legislative matters.

ARTICLE III: REGULAR MEMBERSHIP AND DUES

Regular membership will be open to all parents or guardians of eighth grade and high school students attending UNCSA who pay the annual membership dues as prescribed by the Organization's officers and high school administration and faculty representatives.

Each dues-paying member will have one vote.

ARTICLE IV: ADMINISTRATION AND ACADEMIC FACULTY REPRESENTATIVES

The Dean for High School Academic Programs (Dean) or his or her appointed representative will serve as a permanent member on the PSO. One additional high school academic faculty member will be appointed to the Organization by the Dean and will serve for a term as designated by the Dean. The name of the appointed administration and faculty representative will be forwarded to the secretary of the Organization by the Dean as the appointment occurs or as a member re-appointment occurs. If the administration and academic faculty representative no longer holds a staff or faculty position in the High School Academic Program, the Dean will appoint a replacement representative and notify the secretary of the PSO of the replacement.

ARTICLE V: OFFICERS, ELECTIONS, TERMS

The officers of the UNCSA PSO will consist of a chairperson, vice chairperson, secretary, and treasurer. The officers will be elected annually by the full Organization membership. Nominations for election may be made by any parent member of the PSO. A majority of the votes is required in order for a nominee to be elected. The newly-elected officers will assume their official duties ~~immediately after election~~ on July 1 of the year elected. **PSO officers must be PSO members, joining the PSO by Sept. 30 of the school year in which they are serving.**

DUTIES OF OFFICERS

- a) The chairperson will:
 - 1) Preside at all meetings and have general supervision of the activities of the PSO;
 - 2) Work with the Dean of the High School Academic Program in planning and directing the activities of the PSO including monitoring committee progress;
 - 3) In consultation with the Dean, the chairperson will prepare an agenda for all PSO meetings, arrange for the agenda to be emailed to each member at least one week before each meeting, and have the authority to modify the agenda if it is determined to be in the best interest of the PSO's work.
 - 4) Ensure reports as required by Subpart I of Section 600.2.5.2 [R] of the UNC Code R are filed with UNCSA annually.
- b) The vice chairperson will:
 - 1) Exercise all functions in the absence of the chairperson; and
 - 2) Assist the chairperson as needed.
- c) The secretary will:
 - 1) Keep a full and accurate account of the proceedings and transactions of all PSO meetings;
 - 2) Provide a copy of the minutes to the PSO members;
 - 3) Prepare any official correspondence that the chairperson may request;
 - 4) Maintain copies of all minutes, PSO correspondence, and the current PSO bylaws; and
 - 5) Maintain a listing of the PSO membership with current telephone numbers, home addresses, and email addresses, as available.
- d) The Treasurer will:
 - 1) Prepare an annual budget
 - 2) Report to the membership a full and accurate record of receipts and expenditures; and
 - 3) Ensure all funds are held in custody by the Development Office of UNCSA.
 - 4) Account for monetary transactions at fundraising events and deliver deposits to the Dean of the High School Academic Program.

TERMS

All elected officers of the PSO will serve a one-year term (July 1-June 30). No limit will be set on the number of terms a member may serve as an elected officer.

Officers of the PSO will terminate their position if the officer no longer has a student enrolled in the school. In the event this situation occurs, **or if a parent of a current student is no longer able to fulfill his/her duties and formally steps down from their position**, the Organization chairperson will appoint a parent who has officially expressed a willingness to serve. The replacement will finish the term of the officer replaced. If the Chairperson resigns, the Vice-Chairperson shall serve as Chairperson for the remainder of the term.

ARTICLE ~~V~~ VI: COMMITTEES

The PSO officers and administration and academic faculty representatives may establish committees made up of faculty and parents for specific issues, activities, or fundraising functions. These committees will not be permanent and will have no responsibilities beyond those outlined by the PSO when established.

ARTICLE ~~VI~~ VII: MEETINGS

The Organization will meet at the beginning of each academic year, the date and time of which is to be determined at the last Organization meeting during the previous school term. The dates and times of the meetings to be held during the remainder of the upcoming academic year will be determined by the newly-elected chairperson at the first Organization meeting of the academic year. Additionally, the chairperson may call special meetings at such other times and places as deemed necessary by the chairperson. The secretary will notify Organization members by e-mail at least seven calendar days prior to a meeting date with the date, time, and place of the next scheduled meeting. Attendance at a duly-called meeting by at least half all Organization officers and PSO representatives from the UNCOSA administration and academic faculty will constitute a quorum.

ARTICLE ~~VII~~ VIII: ORDER OF BUSINESS

The order of business at all meeting will be as follows:

- Meeting called to order
- Approval of minutes of previous meeting
- Treasurer's report
- Reports of officers or committee chairpersons
- Unfinished business
- New business
- Adjournment

ARTICLE ~~VIII~~ IX: AMENDMENTS

These bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of those present provided that the specific amendments:

- a) Have been introduced at a prior meeting;
- b) Have been included in the minutes of that meeting; and
- c) Are listed on the agenda for the current meeting.

ARTICLE ~~IX~~ X: DISSOLUTION

In the event of dissolution of this organization, all assets and account balances shall revert to the University of North Carolina School of the Arts.

Bylaws adopted 07/27/2009

Amendment History

Amendments Proposed at General Meeting, 9/23/11:

Article I: Clarification of PSO's legal status a sub-group of the UNCSEA Foundation. Language has been approved by UNCSEA General Counsel.

Article V: Strike the sub-heading for Terms, since it is already called out in the article heading.

Article V: Add the following language: "or if a parent of a current student is no longer able to fulfill his/her duties and formally steps down from their position,"

Article V: Strike "immediately after the election" and replace with "on July 1 of the year elected" to agree with one-year term description later in the Article.

Article V: Add the following language to the first paragraph: "PSO officers must be PSO members by joining the PSO by Sept. 30 of the school year in which they are serving."

Articles VI – X: Correct article numbers from Committees through Dissolution.