

Montana State University
Parent/Family Advisory Board

April 13, 2009 Conference Call

April 16, 2009 Conference Call

April 29 email affirmation

The first call was called to order by Jodie DeLay, MSU's Assistant Director of Public Relations, at 5 p.m. Those in attendance were Deb Redburn from Bozeman, Montana, Tom Graaftra from Wenatchee, Washington and Diana Blend from Kalispell, Montana.

The second call was called to order by Jodie DeLay at 12:00pm. Those in attendance were Trisha Wylie from Atwater, California, Jon Esslinger from Chantilly, Virginia and Jim and Liz Taflan from Helena, Montana.

Establishing a quorum

DeLay stated that another conference call meeting was scheduled for Thursday April 16th at noon (MST). She was confident that, between the two meetings, a quorum would be achieved. She mentioned that the bylaws allow her to remove members who have not attended two meetings, which will help achieve the quorum required.

There was discussion regarding whether two separate calls added together would equal a quorum. It was agreed that each call was not a meeting in itself but rather a part of a longer process. The notes of the meetings would each be kept and brought together for the full group to vote together on pending issues. Email trail would be available to verify further discussion and a final summary along with end votes and a formal meeting adjournment would come on Monday, April 27th.

Nominations of officers

The nomination of officers occurred with *Jon Esslinger* being nominated for the Newsletter Editor position, Diana Blend for Secretary, Sue Hiedeman for Vice President and Trisha Wylie for President. The nominations will continue during the Thursday meeting and the elections will occur by e-mail the following week. Blend agreed to record the minutes for this meeting. Jodie agreed to take the minutes for Thursday's meeting.

The second call confirmed the nominations from the first call with no new candidates. The nominations for the 2009/2010 Board leadership are:

President – Trisha Wylie

Vice President – Sue Hiedeman

Secretary – Diana Blend

Newsletter Editor – Jon Esslinger

We need a motion from the group to close the nomination and then a vote.

Discussion of goals and priorities for upcoming year

1. Role of the Parent Family Association – Graaftra asked about the role of the Parent Family Association and DeLay replied that the mission was to be a resource for parents directly so that they in turn could provide assistance and support to their student. Redburn added that the association strives to provide a network for parents of students on campus, which adds another layer of “connectedness” for them and their students.

2. Recruiting New Members - Redburn suggested asking parents during the annual phonathon if they have any interest in serving on the Advisory Board or joining the Association. Graaftra suggested that perhaps parents contacted during the phonathon could also be asked for a contribution of time and service in lieu of money. The concept of surveying parents during the phonathon calls asking something like, “If you’ve been involved on the board or association, how does it affect you and your family?” Blend offered the idea of sharing testimonials of parents who have served on the board, either on the website or during a presentation of a panel of parents. Blend asked why the other parents present joined. Grafter said he had a desire to learn more about the campus community. Being on the board was a way for him to visit the Bozeman area and learn about MSU further. For her, Blend said it was a way to give back because she appreciated what the Parent Family Association had done for her and her family during her son’s first two years on campus.

The second call focused on the functionality of the current board structure and how it might be changed to be more effective. All agreed that the PFA should remain open to all families to provide input and who are interested in assisting; but that perhaps the board itself should be a little more structured. Esslinger agreed to review the current by-laws and prepare a draft for some changes.

3. Resources for Parents –DeLay spoke of video clips that would be informative to students and families covering pertinent issues, such as; what a student should do ensure his tuition bill is paid and understanding the bill. These will help resolve the many questions that come in the form of phone calls to the office by parents throughout the year. DeLay also mentioned the new public relations initiative of putting the Association on **Facebook** and how that may provide an access point and interest in the association.

DeLay will publicize the facebook application a little more and prepare a summary of PFA activities for the year for the cover story on the MAY Family Newsletter. It will include everything from the phone-a-thon to the weekend, to the kinds of questions we receive to the pick-up of the newsletter to ideas for the future. We will also move forward with the video clips and pursuing an avenue in which parents from certain areas can communicate more easily with each other to arrange things like carpool, etc.

Phonathon update and division of funds

Background – The Annual Phonathon provided \$54,715 pledges of which we have actively collected \$46,113. After paying \$6,000 for expenses and \$2,200 for the 4.78% library tithe, that leave us with a balance of \$37,800, \$15,000 of which is committed to MSU’s Communications & Public Affairs office for their time and services, which they generously gave back \$2,500. The balance we have for funding is \$25,300.

DeLay informed the members that the MSU Student Body had imposed a student activity fee of \$5 per student during a recent vote to the students which passed. This fee must be approved by the Board of Regents which in the past has been approved. The Regents will make their decision this May. Meanwhile the Student Activities Board is asking for \$3,000 from The Parent Family Association fundraiser. Other usual requests were discussed and explained. These included the Day of Student Recognition, the MSU Leadership Institute, The MSU Libraries, Museum of the Rockies and individual scholarships for each college. A new request has also come in by students who want to fund improvements to Danforth Park so it can be a safe and attractive on-campus park. DeLay mentioned that gifts over \$500 would warrant a plaque acknowledging the donor. Another new item to consider for funding is the 10,000 Hours Project by the United Way in which students who have given 10 hours of volunteer time, would in turn, receive a free ticket to an annual concert. The reserve is currently at about \$7,400, though we’ve normally tried to keep it at around \$10,000.

The *first group’s* division of funds was decided as follows: \$0 to Student Activities, since they will be getting their increase from student fees*; \$1,500 to the Day of Student Recognition, \$1,500 to the MSU Leadership Institute, \$500 for the MSU Libraries, \$500 to the Museum of the Rockies, \$525 to the Danforth Park, \$175 to the 10,000 Hours Project by the United Way, and \$2,500 for the eight colleges on campus (\$20,000). The remaining funds stay in the Association reserves bringing that balance to \$7,700. *It was noted that if the new \$3 Student Activities fee is not approved by the Regents, then the board may be willing to give up part of its reserves not to exceed \$3,000.

The second group fund allocation focused clearly on the long-standing priority of the board to award student scholarships. The discussion included strong support for all of the entities who requested funds, but ultimately recognized the financial constraints this year by significantly limiting allocations to everything BUT scholarships in order to give more students a chance to stay in school. The second call resulted in the following suggestion for allocation. \$1,000 for Day of Student Recognition, \$1,000 for Leadership Institute, \$500 for the Museum of the Rockies, \$600 for Danforth Park and \$2750/college (\$22,000) to scholarships.

The full group should review these minutes and, via email with the entire list on this email, discuss how to bring the numbers together so we can have a final vote. We’ll need a motion on how to allocate and then a second and a vote before anything is final. At this point, we do not have any motion on the table, simply suggestions based on the phone calls.

Parent Family Weekend

Delay mentioned that the postcard announcement has reduced mailing costs significantly. Also the next weekend will have a reduced cost but still to include two catered events, the Dinner Reception and the President's Breakfast. Most were in favor of a parent's panel to be included in the weekend. Discussion about the timing of the board meeting was also examined.

It was decided that we would have a follow-up meeting by conference call to discuss Orientation and details of other events this summer and at the onset of the fall term.

The second group also agreed to a follow up call to discuss the weekend and orientation. The call will be mid-May.

The call ended with the agreement that the full group would review the notes and continue the meeting via email until such time decisions are made and the meeting is adjourned.

Notes respectfully submitted by *Jodie DeLay* and Diana Blend. Comments in **green** require action by the board.

Follow up notes – 4:08 pm on April 29, 2009

Current PFA Board Membership is determined to be as follows, based on meeting attendance:

2008	Diana	Blend	104 West Bluegrass Dr.	Kalispell, MT 59901
2007	Jon	Esslinger	13410 Poplar Woods Ct	Chantilly, VA 20151
2006	Tom	Graafstra	5040 Whispering Ridge	Wenatchee, WA
2006	Cathy	Hammer	1820 Arcadia Drive	Billings, MT 59102
2005	Susan	Hiedeman	6730 Camp Creek Road	Manhattan, MT 59741
			8157 Bridger Canyon	
2007	Lance and Teresa	Lerner	Road	Bozeman, MT 59715
			Reid 250, College of	
2008	Deb	Redburn	EHHD	Bozeman, MT 59771
2004	Jim and Liz	Taflan	2850 King Edward Road	Helena, MT 59602
2007	Trisha	Wylie	5564 Elliot Ave.	Atwater, CA 95301

With 11 board members, six are required for a quorum. There were seven members involved in the calls and 8 in discussion.

Email votes were rendered by all present on the calls as well as by Sue Hiedeman who missed the calls due to Jodie using an old email address. Votes are recorded here on the following questions.

Who should be allowed to vote?

Only those on the call – 1

Those on the call and other board members involved in subsequent discussion – 1

Those on the call plus Sue – 6

Move to approve officer nominees as follows:

President – Trisha Wylie
Vice Pres – Sue Hiedeman
Secretary – Diana Blend
Editor – Jon Esslinger

Votes for: 8 ; Votes against 0

Allocation of funds?

Group A distribution 0
Group B distribution 8

Based on having a quorum involved in discussion and on the level of agreement of the participating Board members, these notes are entered into record as the background for the Spring PFA Board Meeting. At this time, I would entertain a final email to move, second and vote on the following.

These notes are accepted as background for Spring Meeting and the following vote is recorded as the final action of the board for the meeting.

The 2009/2010 officers are:

President – Trisha Wylie
Vice Pres – Sue Hiedeman
Secretary – Diana Blend
Editor – Jon Esslinger

The 2009 Fall Phone-a-thon proceeds shall be allocated as following:

Day of Student Recognition	\$1,000
Leadership Institute	\$1,000
Museum of the Rockies	\$500
Danforth Park	\$600
Academic Colleges	\$2750X8 \$22,000
Balance to replenish reserve	

There will be a subsequent meeting to discuss Parent/Family Weekend and summer orientations.

Upon receipt of 6 affirming votes, each of which will be recorded here, the 2009 Spring Board Meeting shall be adjourned.

From: DeLay, Jodie [mailto:jdelay@montana.edu]

Sent: Wednesday, April 29, 2009 4:52 PM

To: dianablend@montanasky.net; jesslinger@asce.org; Thom Graafstra; sledgetime@msn.com; s_hiedeman@hotmail.com; ltnbmontana@aol.com; Bigskyomfs@aol.com; Redburn, Debra; taflan@bresnan.net; Taflan, Elizabeth R.; wylietrisha@yahoo.com

Subject: Spring PFA Board Meeting

Good afternoon, all!

Thanks for your patience and diligence in completing the necessary work for the Spring Board Meeting. I've added notes onto the prior meeting notes and ask that you each read them over and reply with your vote as to whether or not to accept the conclusions of the prior phone calls and email discussion as shown in the meeting notes. Upon receipt of 6 votes to the affirmative the meeting will be adjourned. If six votes to the affirmative are not received, discussion will continue via a conference call.

Please reply at your earliest convenience. I will be recording your actual votes (email doc) in the minutes.

Many thanks,
Jodie

I move to finalize the vote as indicated in the minutes with the slate of officers as nominated and the Plan B of the fundraiser allocation.

Sincerely,

Diana Blend /MSU PFA Board

I second the motion and vote in favor.

Best regards,

Susan Hiedeman
MSU PFA Board

I vote to approve the minutes as presented.

Jon Esslinger

I am in favor of approving the minutes as written

Liz (Taflan)

I also vote in favor of the motions and minutes
Deb (Redburn)

Likewise I vote in favor.

Tom (Graafstra)

I vote to approve the minutes as written.

Jim Taflan

I accept minutes as presented and move to adjourn
Trisha Wylie

Lance and Teresa were unable to be on the conference call but supported the election and allocation so their support is recorded here as well.

I vote in favor of the minutes as presented.

Lance Lerner

I vote in favor.
Thank you!
Teresa Lerner