

Board of Directors Votes to Approve the Sale of the State Office Building

At the last Tennessee PTA board of directors meeting, the board voted to approve the sale of the state office building at 1905 Acklen Avenue in Nashville. There has been a lot of discussion around this topic for the past 8 to 10 years. Although the building has served the Tennessee PTA well over the past 62 years, it is no longer cost effective for Tennessee PTA. With only one part time employee and very few events or meetings held in the building, it is underutilized and the costs to maintain the building keep rising. The building has suffered damage from nearby construction, has an array of costly infrastructure repairs, and needs modernization. The board feels that the drain on Tennessee PTA's finances from the building costs could be more wisely invested elsewhere to offer additional support for Tennessee PTA's mission including programs and services for the Tennessee PTA membership and PTA units.

With the sale approved, there is much work to be done including creating a timeline for the sale, interviewing brokerage firms, deciding on a new office structure, moving items out of the office building, investment options for the proceeds of the sale and much more. Committees have been created to evaluate the many options and to make recommendations to the board of directors.

More information will be forthcoming as decisions are made concerning the sale of the state office building.

Art Themes!

Safety Poster:
Cyber Safety Smarts

Citizenship Essay:
My family, my education, endless possibilities

Reflections: Show your Voice!

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Message from the President

It is July already! Hopefully, all PTA units have transitioned over smoothly from the last fiscal year. But we have included some tools for everyone in this newsletter!

On pages 4 and 5 is a transition checklist and on pages 6 and 7 is the officer information form. Update your officer lists for 2022-2023 in MemberHub. Mail in your form if you are wanting the office to input your officer information.

What are the main things to do this summer — complete the audit report and upload into compliance in MemberHub. If you can't find the compliance section, email the completed form to ptastateoffice@tnpta.org.

Once your audit is done, go ahead and file your 990 tax report. Once filed, take a screen shot or save the confirmation, and upload into the compliance section of your unit's MemberHub. If you can't find the compliance section, email the confirmation to ptastateoffice@tnpta.org

Get these two things done for two of the 5 parts of the good standing requirements!

We finished the 2022 Statewide Leadership Training visiting five regions across the state. We also had face-to-face training workshops at our state convention. Plus there is more—the leadership committee is planning on a virtual training session too. Stay tuned for more information on that offering.

National PTA celebrated 125 years—yes, 125 years of PTA—with a five day legislative conference and national convention. Because of a grant, Tennessee PTA was able to use the grant money to send four board members to attend the convention and four board members to attend both legislative conference & convention. What a powerful way to display PTA advocacy with several hundred PTA leaders descending on Capitol Hill and all of us asking for the same legislative requests! What a powerful way to unite at convention celebrating 125 years. What other parent-teacher association has been around for 125 years advocating for children and youth? Not one single organization beyond PTA. PTA is all of us, connected together, supporting each other, training sessions for each of us to learn together.

We are PTA!

Dwight Hunter

President, Tennessee PTA

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Thank you to our state convention Sponsors!



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For over 30 years, AIM has been the national leader in providing specialty insurance for PTAs. We insure more than 22,000 groups across all 50 states.



The summer is a welcome break from all things school-related, but some preparation is necessary to start the school year smoothly. Below, find two lists to consider when preparing for the new PTA year.

“Today’s preparation determines tomorrow’s achievement.” – Unknown

NEW SCHOOL YEAR CHECKLIST

GOVERNANCE

- Review all governance documents – bylaws, standing rules (if adopted) – and become familiar with their contents.
- Make a note (if these documents have not been updated within the last three years) to create a committee to review these documents for possible amendments. Request a copy of the suggested bylaws template from Tennessee PTA at ptastateoffice@tnpta.org
- Make copies of these documents for each board member or create access via electronic means (Dropbox, Google Drive, etc.).
- Verify that Tennessee PTA has a copy of your latest documents. If in doubt, email to ptastateoffice@tnpta.org.
- Make copies of the your PTA bylaws for each board member or create access via electronic means (Dropbox, Google Drive, etc.).
- Reviewed the “Good Standing” requirements with all board members and assign responsibilities for completion of requirements.

COMMUNICATION

- Confirm that you have the correct contact information for all members of your board.
- Create a board roster with names, mailing addresses, email addresses, and telephone numbers. Make copies for each board member or create access via electronic means (Dropbox, Google Drive, etc.).
- Complete the Tennessee PTA Incoming Officer Information Form, and send it to ptastateoffice@tnpta.org, or complete the online form at <https://tnpta.org/index.php/other-local-unit-forms/>. Submit all incoming officer or changes in MemberHub as soon as possible. Complete an update even if the officers haven’t changed
- Update the PTA’s social media sites with back-to-school reminders (school calendar, new teacher information, welcome-back event information, school supply lists, ways to join, etc.).

RELATIONSHIPS

- Contact each board member, and spend some time getting to know more about them (why they joined the board, what their expectations are, what they want to accomplish, what talents/skills they bring to the group, etc.).
- Schedule time for teambuilding for the board members.
- Confirm that all incoming board members have met with their predecessors and transferred all materials.
- Set the time, date, and location (or platform/app) for a board orientation for new and returning board members.

FINANCIALS

- Confirm that a budget for the 2022-2023 school year has been approved. If not, approve at the next board and general membership meetings.
- Review the approved budget for information, and check for any necessary amendments.
- Confirm that the signatories have been changed at the bank as soon the 2022-2023 officers are in place.
- Confirm that a financial review or audit has been completed before transferring any materials to the new signers.
- Confirm that the correct IRS Form 990 has been filed and submit a confirmation of receipt to Tennessee PTA on or before November 20th.

PLANNING

- Approve Plans of Work for each board member, or schedule this item of business for the next board meeting.
- Set goals for the coming school year, and prepare to publicize them to the members for feedback.
- Schedule all meetings (board and membership) for the coming year.
- Distribute the *Procedure Book – Suggested Contents* document to all board members, and set expectations.
- Confirm that the membership vice president/chair has the necessary forms for recording members and dues paid.
- Confirm that the treasurer has the necessary form for submitting member information and dues to Tennessee PTA or has access to the MemberHub account.
- Consider setting up a free MemberHub account, if not already existing.

2022-2023 INCOMING OFFICER INFORMATION



TENNESSEE PTA
1905 Acklen Avenue, Nashville, TN 37212
Phone: 615-383-9740 ♦ Fax: 615-383-9741
Email: ptastateoffice@tnpta.org Website: www.tnpta.org

Please update the president's information in **MemberHub** and complete this form and return to the Tennessee PTA State Office by **June 15**. We need this information to better serve you and to make sure you receive all information from the State and National PTA. *(If you do not have all of your chairs elected at this time, please send what you have and notify the State Office when they are available.)* **Type or Print all information.**

PLEASE COMPLETE AND RETURN EVEN IF THERE ARE NO CHANGES.

PTA/PTSA Unit Name _____
School Address _____
City & Zip _____ School Phone Number _____
Principal's Name _____ Principal's email address _____
County _____ Council _____ Region _____
Fed EIN# _____ National PTA ID# _____



President: _____ Phone (____) _____
Address _____
City & Zip _____
Email Address _____ Updated in MemberHub: _____

Vice President: _____ Phone (____) _____
Address _____
City & Zip _____
Email Address _____

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2022-2023 INCOMING OFFICER INFORMATION

Secretary: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Treasurer: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Legislative Chair: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Membership Chair: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Reflections Chair: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Bylaws Chair: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Diversity and Cultural Inclusion Chair: _____ Phone (____) _____

Address _____

City & Zip _____

Email Address _____

Please attach a complete list of additional officers and chairs.

Statewide Leadership Training 2022

Our team traveled over 1200 miles across the state to Journey through PTA with our local leaders. June was a busy month for our board as we held 5 leadership training sessions and some of us traveled to National Harbor, Maryland to be a part of the National PTA Convention. We also attended the Hill Day Experience, where we met with several of our congressmen in Washington, DC.

Being able to attend all the training sessions this year in person was such a reward for me to see so many leaders engaging with us and them excited to learn. We had many new faces that have never served on a local board, but we also had returning leader's that see the value in continuing to show up at training opportunities to better serve their local units.

I always say knowledge is power. So, attending trainings to learn, and gain knowledge will empower you.

Stay tuned for Statewide Leadership Training to go virtual in July for one day training. More information will be sent out via MemberHub and posted on our website/social media.

All PowerPoints will be emailed to those who attended SLT in June and provided us with their email at the training. Also, those who sign up for our virtual training during the month of July we will email you the power points too.

No worries if you could not attend in person or even attend our one day zoom training. We plan to have our training materials on our website in August for those that could not join us.

I want to thank all those who attended and for my team that supported the SLT. We are all volunteers many had to take time off their job and be away from family to travel and support Tennessee PTA.

Keep an eye out for more opportunities to step up and be a leader. Our councils and state board can use more volunteers.

Your Leadership Chair,
Dana Price-President Elect

Pictures from the 125th National PTA Legislative Conference and Convention



Tennessee PTA Board of Directors

President: Dwight Hunter

President-Elect: Dana Price

Vice President of Advocacy: Anita Allen

Vice President of Communications & Student Programs: Larry Davis

Treasurer: Charles Everett

Secretary: Theresa Shaw

Immediate Past President: Kim Henderson

Chair, Family & Community Engagement: Cheryl Floyd

Chair, Membership, Diversity & Inclusion: Charles Scott

Chair, Reflections: Bala Ramachandran

Chair, State and Federal Legislative: Christy Carroll Highfill

Southeast Region Director: Gail Phillips

Interested in [applying](#) for a state board position or to serve on a state committee? Contact Dwight Hunter at dhunter@tnpta.org

Tennessee PTA

1905 Acklen Avenue
Nashville, TN 37212

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