Information from National and New York State PTA and the Genesee Valley Region.

From the Region Director

Susan Brown, GVPTA Region Director, director@gvpta.org

Hello everyone! We have made it through another busy and hopefully successful year. Having made it through my first year as region director, I am amazed at how the time sped by. I know that my team is what made us blossom. Congratulations! With the support of our members and strong volunteers we can build strong organizations to support our children. I hope the end of the year is wrapping up well. I know this is a busy time for you all and I appreciate the fact that you donate your time and expertise to our children throughout the year. As the year wraps up, please make sure you complete the annual officer update, Form A, so that we can stay in touch. It can be found at nyspta.force.com/FormARegistration. Every year regardless of whether or not there are any changes on your board, this form needs to be completed.

This summer the state is holding its Summer Leadership Conference in Utica. This is a great opportunity to learn new things about your PTA position, information about parenting and school, how to complete membership and bylaws so you can stay active, how to inspire volunteers and so much more.

It runs from July 21-22. More information may be found at http://www.nyspta.org/Events/Events_SLC.cfm. Attending is so worthwhile. I hope to see many of you there. If your unit does not have the funds to attend, Genesee Valley does have some scholarships available to cover half the cost of attending. Request forms are available at http://www.gvpta.org/site4/index.php/yourpta/grants.

If you cannot make the state event, we are hosting one closer to home. In August we will be hosting an evening training opportunity. Since this is close to home and a single evening, we hope many of your unit members can come. Look for more information in the weeks to come.

Another opportunity to help you learn more about PTA your role is National PTA’s elearning classes.

These are webinars that take between 10 minutes and an hour covering a variety of things from the roles of officers to general leadership information to general information about the organization in general. The best part is that they are FREE! They can be found at http://www.pta.org/elearning.

I hope you take advantage of this slow PTA time and work at refreshing and reinvigorating yourself. Do something special for yourself. Take time to breathe and relax before we get back into the swing of things in September.
**End of year Activities**

Susan Brown, GVPTA A Region Director, director@gvpta.org or ptasusanb@gmail.com

Be sure you have completed the end of year paperwork. Insurance and Membership activities are essential to stay in good standing. AIM, our new insurance company, will need signed paperwork and a check before the end of the month. Membership payments are past due. Get these taken care of so that you can finish on a high note. If you have any questions about these items you can contact me at ptasusanb@gmail.com.

The school and PTA year end is rapidly approaching. The bylaws require the new officers to take over on July 1 and before year end every unit and council should complete an audit and make sure their bylaws are current. If you have questions about either of these activities please contact our bylaws chairperson, Stephanie Fuchs, at stephfuchs1@gmail.com or our newly elected treasurer, Michael Valicenti at mvalicenti@sjfc.edu.

One of the most important year end actions is completing a new Form A (annual contact information form – go to http://www.nyspta.org to access the on line form). Even if the same officers are continuing, the current or new president has to complete the form or you will not receive information from NYS PTA or National PTA and you will not receive membership information in August. This year National PTA is distributing their back to school kits only to units and councils who have submitted an updated Form A. If there are any questions please contact director@gvpta.org.

One of the biggest challenges presidents face is running successful meetings. For some advice on how to do this see this article: A CEO Manifesto for Better Meetings by Douglas R. Conant conantleadership.com/ceo-manifesto-better-meetings/ ■

**Treasurer’s Corner**

Michael Valicenti, GVPTA Treasurer treasurer@gvpta.org or mvalicenti@sjfc.edu

Hello again PTA treasurers. Hopefully you are working on completing your audits and budgets.

Audits - your audit should be completed and reviewed by non-check signers shortly after the end of your fiscal year, which is June 30th.

Insurance - hopefully all units paid their insurance to AIM for next year. If not, please do as soon as possible.

Budgets – your budgets for the upcoming year should be in process or completed by now. Look at how much you have in the bank account and how much you will need for any unit activities at the beginning of the school year in September and before you have your first fundraiser so you do not overspend.

990’s - after July 1st and your books are closed for the current fiscal year, go ahead and file your 990. For most units, the 990 is an electronic postcard and takes only a few minutes to submit on the IRS's website. Do not wait until November to get it done as it will be too easy to forget and I will have to email you reminders. Remember to print the IRS receipt after filing the 990. That receipt should be kept in a separate folder with all previous receipts of 990 filings.

Form 990-N (e-Postcard)

New treasurers, when you receive the paperwork from the outgoing treasurer, go through it and organize it for yourself. Make sure the books have been audited, you have a budget, or at least the start of one for the beginning of the upcoming year, and complete the 990 after July 1st, as mentioned above, if it has not yet been done.

Please contact me with any questions. ■

**Bylaws and Procedures**

Steph Fuchs, GVPTA Bylaws Chair stephfuchs1@gmail.com

Hello Genesee Valley PTA units. Can you believe we are already closing out this school year and getting ready for next year? Welcome to all the new officers!

If you haven't already done so, please update your Form A so your officer contact information is current.

Although your unit bylaws do not need to be updated every year it is a good idea to review them to make sure they still meet your unit's needs and so incoming officers are familiar with them.

This is also a great time to review your written
experienced treasurers, presidents, or any officer who will be responsible for the business side of PTA. Topics will include developing a proposed budget, the budget approval process, reporting to the membership, performing an audit, closing out the fiscal year and filing IRS form 990.

Membership Details: This workshop is designed for those who will be coordinating membership for the unit or district. It will focus on the online membership procedures setup by the NYS PTA as well as how to get, grow and retain your PTA membership. This is a great workshop for any officer or parent member with proven ideas and new membership drive programs.

Secretary: A workshop designed for new secretaries on how to take organized minutes and maintain unit records.

Bylaws and Procedures: This workshop highlights how to set up a bylaws committee, vote on bylaws, and use Bylaws EZ to update your bylaws, as well as, the value of creating and using unit procedures.

There will be a few new additional workshops as well as table discussions for people to hear about the PARP and Reflections programs.

Stay tuned for a SAVE THE DATE for this important & popular event.

COMING IN AUGUST: GVPTA SUMMER LEADERSHIP ACADEMY

Sonya Verrillo
Committee Chair and GVPTA Treasurer
sonyaverrillo@frontiernet.net

(DATE & LOCATION ARE TBD.) Come experience a free training opportunity that has been created for new and experienced PTA officers, chairpersons, and interested PTA members. All are welcome. The program will begin at 6:15 PM with registration time and a chance to network with other PTA members. Workshops are generally 6:30pm - 8:00pm, with a wrap-up by 8:30pm.

Workshops will include:
President & VP (New): This workshop is for new presidents and VPs. Learn what you need to know about the position(s) and how to do a proper orientation of the executive board. Learn how to motivate, delegate and train board members as well as set goals for the new school year. Tips will be shared on how to work with individual talents and make a successful team!
President & VP (Returning): This workshop is for returning Presidents and VPs. Talk through successes or areas of improvement along with ideas for how to recruit and attract leaders for your unit's future.
Treasurer: A workshop designed for new and

Please contact me if you have any questions. ■

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GVPTA Executive Committee 2017-18

Susan Brown, Region Director
director@gvpta.org
Sonya Verrillo, Secretary
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Michael Valicenti, Treasurer
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lchristoffel80@gmail.com
Gene Kinney, Past Region Director
GeneKinney@gvpta.org
Mary Twardokus, Past Region Director
MaryTwardokus@gvpta.org

If you have any questions or need help with anything PTA, please contact an Assistant or Associate Director, Officer, or the Region Director.

“The Voice of NYS PTA” page/blog provides thoughts and commentary from the President of the NYS PTA, Bonnie Russell, on topics of interest to our membership. Please click to read the latest message.

Additional GVPTA Contacts are listed on the web site.

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NYS PTA Resources

NYS PTA Publications (Fast Facts, Our Children)
nyspta.org/YourPTA/YourPTA_Publications.cfm

Advocacy
nyspta.org/Advocacy/advocacy_home.cfm
www.nyspta.org/pdf/Advocacy/Advocacy-Guide.pdf

Advocacy Newsbriefs
nyspta.org/Advocacy/advocacy_newsbriefs.cfm

Legislative Program
nyspta.org/Advocacy/advocacy_legislativeprog.cfm

Where We Stand [pdf] - includes current Resolutions and Position Papers

For NYS PTA issues sign up for Capwiz and then Take Action with CAPWIZ

The New York State PTA Resource Guide is available for your use as a PTA member.
nyspta.org/YourPTA/YourPTA_ResourceGuide.cfm

Our Children Magazine (National PTA)
http://ptaourchildren.org/

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Upcoming Events, Deadlines, and Reminders

PARP Entries MUST be postmarked to Paige Pye, 436 LaDue Rd, Brockport, NY 14420 by June 15th, or scan and email to paigepye@gmail.com. Thank you for supporting Independent Reading with the Pick a Reading Partner program!

Complete Form A
Annual Officers' Contact Information Update or 2017 membership year
nyspta.force.com/FormARegistration

July 21-23, 2017 — SLC Summer Leadership Conference
Utica College, Utica
www.nyspta.org/Events/Events_SLC.cfm

August
GVPTA Leadership Academy
TBD

NYS PTA 121st Annual Convention
Niagara Falls, New York
http://nyspta.org/Events/Events_Convention.cfm

The PTA is...
• A powerful voice for all children,
• A relevant resource for families and communities, and
• A strong advocate for the education and well-being of every child
nyspta.org/AboutPTA/AboutPTA_Purposes.cfm

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