

PARENTS ASSOCIATION BOARD MEETING MINUTES
January 12, 2008

In attendance: Keith Kaniut (President), Bob Clark (B-Section Vice-President), Joyce Hendrick (A-Section Rep), Sue Rieger (Secretary), Mark Rieger, Debra Peavyhouse, Ken Walker (At Large Rep), Judi Zaplatynsky (Blackboard Coordinator - via phone), Deb Stewart (Treasurer & University Liaison), and Dawn Bartlett (Admissions)

Old Business: We are continually updating our website. We are making progress on implementing "Blackboard" as a means for non-local parents to participate in meetings via the Internet.

We voted to lower the price of the Gold Cards to \$3.00 or two for \$5.00 for the remainder of the academic year. The 2007 cards are only good until July 2008. We voted to sell at the lower price in an attempt to reduce our inventory of unsold cards (675 of the original 1000 purchased).

New Business:

A good portion of our meeting focused on the "Blackboard" web application and its potential for providing a means for non-local parents to participate in the annual Association board meetings, as well as to provide inputs when issues arise that affect all the parents. Judi Zaplatynsky attended the meeting by phone and remotely demonstrated the application's many features. The board believes that this application and the internet will become a useful tool for communication with parents. Judi talked us through all the available Blackboard features including: Announcements, Orientation (explanation), Board Members, Documents (meeting minutes/bylaws), Communication (join in meeting). You can also create and manage a roster of names and e-mail addresses for use in distributing information quickly to both groups and individuals.

Currently, you have to be a registered Blackboard user with a login name and password. This is administered by the university. Initially we will limit the users to the board members and a small group of interested parents who will help us figure out the best way to use this new tool. The long term (June 2008?) goal is for all parents to be registered users of the application. *(Note: If you are interested in helping us evaluate and improve this tool, please contact one of the board members by email and we will register you.)*

Main Blackboard Area	Description/Use
Announcements	This section could be used for reminders of upcoming events, requests for volunteers, or to notify users of new information or discussions available for their participation.
Orientation	Information about the Blackboard application and how to use its various features.
Board Members	Biographical information about your elected board members.

Main Blackboard Area	Description/Use
Documents	This area will contain all the documents currently available through the parents web page, including meeting minutes, our bylaws, and in the future, volunteer forms, applications to serve on the board, etc.
Communication	This section contains several subareas including: discussion threads, meeting sharing and more. We would use this area both for conducting the board meetings on line (allowing remote users to follow along and see the same things seen by the board while listening via conference call). The Discussion area lets users make comments about the topics listed, as well as add new ones. The board would monitor these threads and summarize them at board meetings.

We talked about adding a calendar both to the Blackboard and Parents Web page with important dates for the parents (more than the limited one currently shown). An action item for Deb Stewart is to investigate whether we can add a "*Parent*" filter to the main Kettering website calendar. Some events we'd like shown under this category are: posting of grades, tuition cost & due dates, health insurance information, and dates for Orientation, Family Day, Prep for Success, etc.

Dawn Bartlett spoke about this year's Admissions/enrollment. The good news is that both our applications and admissions are up from last year. Web applications for 2008 increased from 1191 to 1811 (52%) and mail-in applications increased from 255 to 300 (17%). (2006 applications were 1386 and 526 (email and paper) respectively.) Not all of these applications will of course ultimately decide to attend Kettering but the higher numbers are encouraging. Among those accepted, our active deposits are up 14% from last year.

For questions regarding enrollment facts, please contact Dawn Bartlett at dbartlet@kettering.edu.

Dawn handed out information packets for the "2008 Prep for Success." – We need parent volunteers for the following dates:

- Saturday, February 2, 2008
- Saturday, February 9, 2008
- Monday, February 18, 2008
- Saturday, March 1, 2008
- Friday, March 14, 2008
- Saturday, April 19, 2008

On each of the above dates, there will be a Parents panel (1:20 p.m. - 3:50 p.m.) – (we need one parent volunteer to answer questions by parents of potential students), a Parent Association Information Table - 3:55 p.m. - 5:30 p.m. and the Evening Parent Social (5:25 p.m. - 8:00 p.m.) – this is an opportunity to socialize with staff, faculty, students, alumni and parents of potential students. If you are interested please contact

Kettering University Parents Association

one of the board members. The following list shows where the Parents Socials will be held.

February 2, 2008 - Institute of Arts
February 9, 2008 - Institute of Arts
March 1, 2008 - Institute of Arts
March 14, 2008 - Sloan Museum
April 19, 2008 - Sloan Museum

Dawn handed out polo shirts with the Kettering bulldog logo to all the board members present. (Thanks!) This started a brainstorming session regarding new T-shirts/polo shirts for the Parents Association. We talked about possibly having a contest for the best saying to have printed on the shirts. Bob Clark gave an example of "My Kid is Massively Ahead of the Game!" (Deb Stewart will investigate whether the University will support this.) We will have more information in the "Discussion" section on Blackboard, our website, and also through e-mail to all parents for their input. Dawn advised that she can get the polo shirts for approximately \$7-\$8 (size 2XL are \$1 more). They are very good quality shirts. She will also check whether we can use any of the sayings already being used by the university's current marketing campaign.

Deb Stewart presented the Treasurer's Report as follows:

Beginning Balance as of 1/5/07	Revenue	Expenses	\$ 5,000.55
---------------------------------------	----------------	-----------------	--------------------

Income

Gold Card Sales 1/5/07-6/30/07	\$ 80.00		
Gold Card Sales 2007-08	\$ 1,531.00		
T-shirt Sales as of 10/5/07	\$ 430.00		
Family Day Reg A-Sec	\$ 843.00		
T-shirt and gold card sales B-Family Day	\$ 124.00		
Family Day Reg B-Sec	\$ 788.00		
Gold Card Sales as of 1/1/08 (\$3 ea/2 for \$5)	\$ 180.00		
Total Income			\$ 3,976.00

Expenses

gifts/board	\$ 7.20
gifts for 8/11/07 family day	\$ 6.36
lunch for meeting of 4/21/07	\$ 53.36
gold cards	\$ 2,000.00
travel mugs/giveaways	\$ 14.38
supplies	\$ 5.24
family day refund	\$ 24.00
food for family day a section	\$ 731.00
Postage & Addressing Parent's Line	\$ 412.28
gifts for 11/3/07 family day	\$ 5.16
gift bags for 11/3/07	\$ 7.42
Family Day Flyers Color Copies A-Sec	\$ 56.38
Color Copies/handbook covers, family day, parents' line	\$ 673.21
Family Day B-sec. refunds	\$ 48.00

Beginning Balance as of 1/5/07	Revenue	Expenses	\$ 5,000.55
Food for family day		\$ 847.60	
T-Shirts		\$ 299.00	
Color Copies/Oct. /Family Day reminder postcards		\$ 84.70	
Total Expenses			\$ 5,275.29
Current Balance as of 1/12/08			\$ 3,701.26

Current T-Shirt Inventory

T-SHIRTS

beginning inventory	date	# ordered	event	# sold	remaining
?	7/12/07	20	family day a	13	
?	9/12/07	10	orientation b	14	
?	10/8/07	18	family day b	?	17
17			Orientation b		

Our current account balance is \$3,521.26. We decided that for better budgetary tracking we need to maintain separate envelopes for t-shirts and Gold Cards during the Orientation and Family Day sales events.

Deb Stewart informed us that the Parent Handbook has been updated. She asked if we could provide a new saying for the cover (similar to the sayings for the new Parents t-shirts). All board members will try to come up with a sayings that might be used. We will use the Blackboard application, Discussion forum to consider and determine the solution. We will solicit for sayings on the Parents web site as well and make a final decision no later than the April 12th Board meeting.

We also briefly discussed other items the Association could sell to raise money. Dawn mentioned a bulldog (type of statue) that is given to Alumni at award ceremonies. She will check into the possibility of the Parents Association being able to sell them.

Upcoming Important Dates: [Need volunteers]

- 04/12/08 - Board Meeting @ 10:30 a.m.
- 07/10/08 - A-Section Orientation (Keith, Sue, Joyce)
- 08/02/08 - A-Section Family Day (tentative)
- 08/09/08 - Discover Kettering
- 10/02/08 - B-Section Orientation
- 11/01/08 - B-Section Family Day (tentative)
- 11/08/08 - Discover Kettering

Meeting adjourned.