Please remember to send in your Unit’s Directories so we can keep in touch with important information.

Secretaries

The end of the school year is fast approaching, so what a great time to tidy up your records. For those of you who are continuing in the fall, some reminders:

- Make sure that all approved minutes have been signed, attachments included and filed in your minutes binder.
- Make sure that the minutes from the last general membership meeting is written up so it will be ready for the first general membership meeting of the new school year.
- Set up a transition meeting with the new secretary.
- Get ready for an amazing time and lots of helpful information at Nuts and Bolts in the fall. Nuts and Bolts is an opportunity to gather more information about your position, ask questions (so feel free and write them down and bring them with your or email me at the address below), meet others in your same position and share experiences.

For those of you who will be new to the position, some helpful hints:

- Meet with the current secretary for a transition meeting; 2. Go to www.PTA.org and take the e-learning course for secretaries.
- Make sure you have a hard copy of the last general membership meeting minutes (and any attachments), although you were not the author of them, you will be signing them once they are approved in the fall.
- If your PTA has a copy of Robert’s Rules in Plain English, go to chapter 5 for a brief overview of the responsibilities of the secretary
- If your PTA has a copy of Robert’s Rules of Order Newly Revised in Brief, go to chapter 16 for a more thorough explanation of responsibilities
- Get ready for an amazing time and lots of helpful information at Nuts and Bolts in the fall. Nuts and Bolts is an opportunity to gather more information about your position, ask questions (so feel free and write them down and bring them with your or email me at the address below), meet others in your same position and share experiences.
- Enjoy your summer and congratulate yourselves for a job well done!
Bylaws

Thank you to all of the local units and councils who have sent in their most current bylaws and thank you in advance for those who will be sending them in over the summer/fall. The committee’s goal is to have paper and digital copies of all local unit and council bylaws so that reviews can be done digitally.

**Remember the Golden Rule:** Before answering a question, *consult your bylaws.* Your bylaws will guide you either as to what to do or where to go next to find the answer(s) you are looking for.

Bylaws are the rules the local unit must follow. They are adopted and amended by a vote of your unit’s members at a general meeting. PTA bylaws may not conflict with the bylaws of the PTA national organization or the state PTA. If you can’t find a copy of your unit’s bylaws, contact the state office to obtain one. All officers should be familiar with the local unit bylaws. Any member has a right to view them.

Mary McGrath has been appointed Bylaws Chair and since she has served as an assistant this year, I am confident of a smooth transition. Congratulations Mary on your new appointment.

If you have a question about your bylaws, want to update them, need a copy of them, etc., contact the bylaw’s chairperson at bylaws@rhodeislandpta.org. State PTA is here to help.

**Board Development and Nominating Committee**

Your elections are over, the new Board is getting ready to take office and the school year is winding down. This is a great opportunity to look back at your nominations and election process to see if there is anything that may need to be changed for next year.

Due to the amount of questions posed to State PTA regarding the nominations and election processes, we are in the process of developing a more thorough guide. This guide will walk local units and councils through these processes to better help them. Stay tuned for more information.

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**New Office Location**

New England Technical Building
2500 Post Road, Warwick RI 02888
[https://goo.gl/maps/4uLtXnT1Wiq](https://goo.gl/maps/4uLtXnT1Wiq)

**Rhode Island PTA Contact Mailing Information:**
Rhode Island PTA
P.O. Box 8476
Warwick RI 02888

401 288-7109
Hilary Fournier, President
Cynthia McNeil, President Elect

The next Rhode Island PTA Board of Managers meeting is scheduled for Tuesday, July 7th at 7:00pm at the Rhode Island PTA’s new office. All are welcome to attend.
Congratulations – You’ve been Elected Now What happens???

- Make sure you meet with your predecessor and collect all information for our position and ask questions
- Treasures—Make sure you have checkbooks for all accounts, credit cards, membership cards, etc.
  - List of all accts receivable and payable
  - IRS status documents and tax exempt certificates and previous tax return.
  - Passwords for all accounts including bank, IRS and computer programs.
  - List of all assets owned by organization, membership dues payment ledger.

Secretaries—meet with previous and collect all documents needed, and take e-learning course at www.PTA.org.
  - Make sure you have a hard copy of the last general meeting minutes & attachments, you will be signing them in the fall at your first meeting.
  - Have a copy of Robert’s Rules in Plain English, Chapter 5 is a brief overview of responsibilities.

DON’T FORGET TO COME TO NUTS AND BOLTS IN THE SUMMER FOR RELATED INFORMATION TO YOUR POSITION, WE ARE EXCITED TO SHARE WITH YOU A NEW FORMAT AND SOME EXCITING INFORMATION THIS YEAR!!

Some Opportunities for you on RI PTA

Rhode Island PTA has some opportunities for those that are interested in being a part of Rhode Island PTA Board of Managers. Rhode Island PTA is currently looking for the following positions to fill:

Local Unit Representatives

These positions will require attendance at scheduled Rhode Island PTA Board of Managers meetings, Nuts and Bolts trainings, and various State PTA functions.

RI PTA is currently looking for members to serve on the following committees, Bylaws, Communications/media, Diversity, Family Engagement, Healthy Lifestyles, Male Engagement, Membership Extension, Reflections, Nominating, Spring Convention, LPL Scholarship, Fall Congress, Nuts & Bolts and Tarin Byrne Volunteer Award. These committees meet by phone conference or occasionally at the RIC office, most no more than twice a year. Descriptions of each on our webpage.

If you are interested in any of the positions, please contact Cynthia McNeill at president-elect@rhodeislandpta.org or 401-288-7109.
It is that time of year again when outgoing and incoming PTA Boards are transitioning!

KEYS TO A SMOOTH TRANSITION for PTA LEADERS

Finish the term.
Do not stop fulfilling the duties and responsibilities of the position simply because a successor has been named.

Complete any final responsibilities.
Complete the Annual Report. Ensure the audit and year-end financial reports are completed. Update your procedure book. Remove old, outdated materials. Put electronic forms/flyers on a USB drive or a CD.

Meet with current board to evaluate the term.
Review successes and include recommendations for next term.

Meet with your successor.
Review expectations, duties and responsibilities of the position. Maintain your interest and concern, but don't dictate because of past experiences.

Review your procedure book and files.

Send your updated officer contact information to the Rhode Island PTA office by the directory deadline. Either mail to RI PTA office or email to csecretary@rhodeislandpta.org

Turn over all PTA materials and files that relate to the position.

Remember there is more than one way to do a job. Encourage those who follow to develop their own leadership style.

IF YOU RECEIVED……..

……….. a letter from Nellie Gorbea, Secretary of State, stating your 2016 annual report will soon be due. This is your incorporation filing! Keep your board safe by making sure to file by July 30, 2016. Hilary is available to walk you through this process

........a notice that your 2015 taxes are not filed, it is not too late to this done. Call the IRS to file your 990N postcard or fill out form that came with your letter and attach your 990EZ Any questions, email Hilary at –president@rhodeislandpta.org
Attention Membership Chairs!

Please email Sarah the answers to the following questions if you have not done so already.

Sarah Therberg
sarahtheberge@gmail.com

membership@rhodeislandpta.org

Will you be the membership chair for your PTA next year?

If not, please provide the name and email address of the incoming membership chair.

Membership
As our membership year comes to an end, I'd like to thank the membership chairs for making my first year as VP of Membership, a wonderful one. You have all been great to work with. Don't forget that the summer time is a great opportunity to lay out your Fall membership plans. Let's get that 10% increase for you! If you are interested in meeting with other membership chairs and myself over the summer to brainstorm ideas and set goals, please contact me at sarahtheberge@gmail.com. Let's make the 17-18 year a great one!
The 2017 Lucille Putnam Leonard Scholarship was awarded to McKenzie Haynes!
Coventry High School. Congratulations and best wishes!

Greystone PTA won Spring Membership Incentive Award---Thank you to those who participated this year!!

THE 2017 MEMBERSHIP AWARD GOES TO ROBIN FERREIRA OF HOPKINS HILL PTA FOR THE GREATEST PERCENTAGE OF INCREASE OF ALL RHODE ISLAND PTA UNITS FOR THE 2015-2016 MEMBERSHIP YEAR (ENDING 6/30/16). CONGRATULATIONS, ROBIN!.

The Tarin Byrne Volunteer Award was presented to Amie Galipeau. We wish Amie the very best of luck as she leaves our State Board. Many thanks!

Rhode Island PTA would like to send a big thank you to the outgoing PTA Local Unit Officers for their past work, and laying more layers to the PTA foundation for the incoming officers to further build upon.

Also, thank you to the incoming officers for their pledge of time, commitment, and talents to continuing the success of your School’s PTA.

Thank you to all who came to our Spring Convention, it was great to see you all.
Dear Local Leaders,

This will be my very last newsletter as President and I am delighted to have served you over the past two years. I wish you all of the very best and am continually grateful for the work you do for the students of Rhode Island. Cynthia McNeill will be your Rhode Island PTA President as of July 1st and I will continue to serve as Immediate Past President. My hope is that you have a wonderful term and for those of you also leaving your current role, good luck in your future endeavors!

All my best,
Hilary
Mark Binder’s school programs educate... engage, entertain and transmit joy!

Assemblies and Residencies for 2017/2018

- Awesome Author Visit (all grades) blends reading, storytelling, question/answer, and mini-lessons
- Tall Tales Old and New (grades 3 and 4) From Paul Bunyan to Erka P. Spunk
- Stories of Diversity and Inclusion (elementary) Cinderella Spinderella and other tales for harmony
- A Holiday Present (elementary) Multicultural stories from around the world
- Making Stories Workshop (grades 3–12 and teachers) How to create and structure a story... and write or speak it
- Transmit Joy with Storytelling (elementary) Fun and funny stories — adjusts based on age of group
- The Zombie Cat Ate My Sister (middle grade, middle school) Spooky comedy storytelling and author program
- Telling and Reading Stories with Children (Family Engagement and Teacher Training)

Mark Binder
author • storyteller • nice guy

CALL today
401-272-8707
or email Beth Hellman
(beth@markbinder.com)

Visit www.markbinder.com/school

Any time or... Start of year • Halloween • Holidays • Reading Week • Writing Week • Day before vacation (relief!) • End of year celebration

"Stories define who we are. When we hear stories, and write stories, and tell stories, we can change the world.” — Mark Binder

"Mark was super easy to work with. He was well prepared and the students were truly engaged in his stories."
— Northern Lincoln Elementary, RI

"Mark Binder is a master at spinning old tales and everyday events into storytelling gold."
— 2016 Parents’ Choice Gold Medal Award

Rhode Island PTA News 8
All kids have dreams. Rhode Islanders have a plan.

CollegeBound Saver
collegeboundsaver.com
This summer get your kids bouncing off the walls at Launch Trampoline Park in Warwick. Join us for our ice cream social nights every Thursday starting June 22nd! Get a free ice cream sundae when you purchase any jump between 5:30-7:30pm. Don’t forget, Launch does awesome birthday parties, group trips, fundraisers, and corporate team building events!! So make sure to give us a call to plan and book your next event.

CALL MADIE AT 401-628-5867 FOR MORE INFORMATION AND TO BOOK YOUR EVENT TODAY!