

MCCPTA Office Committee Work Plan 2008-09

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Purpose: The purpose of the MCCPTA office is to support the objects and mission of the PTA as efficiently as possible. The MCCPTA office offers support services to the PTA officers, the Board of Directors, and local PTAs and members. It is a resource and when it functions well, it benefits all PTA members.

Goals: The office committee hired a new office manager in June. We will continue to meet with her regularly to provide training on procedures as they come up over the course of the year. We have evaluated administrative expenses from 2007-08 to see what could be reduced as well as overseeing office expenditures on a regular basis.

We continue to utilize spread sheets to keep track of dues, bylaws, audit, and incorporation status of local PTAs more efficiently and automatically so that this information can go out to BOD members and locals on a regular basis.

We continue to investigate whether some of the archives could be scanned electronically and whether some of the information such as previous resolutions of the BOD and DA could be scanned to be put on the web site. We utilized this more in 07-08. We are planning to continue to utilize this to help reduce the files that we need to keep. We also have consulted with Maryland PTA about how long we need to keep local audits. Based on their reply we will note their receipt (and the audit committee will review them). After this is done, we will return audits to keep or discard as they see fit. This will help reduce the file space.

Due to budget constraints in 07-08 we did not purchase a new office computer. We are planning to do so in 08-09 at a cost of approximately \$1500-\$1800. We did purchase an external hard drive to back up our MCCPTA office computer files. The office manager will begin to utilize this over the summer.