

MCCPTA Committee Work Plan 2009-10
Office Committee

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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, local PTAs and their members. It is a resource and when it functions well, it benefits all PTA members.

Under the direction and approval of MCCPTA, the committee will address the following:

Goals: The office committee hired a new office manager in October of 2008. We will continue to meet with the office manager regularly to provide training on procedures as they come up over the course of the year. We have evaluated administrative expenses from 2008-09 to see what could be reduced in 2009-10, and will continue overseeing office expenditures overall on a regular basis.

We will 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 will 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 website. The obstacle to this is having the time to put this in action as well as the person who can do this as it is time consuming. We hope to solicit a volunteer to help us. Plans are 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.

We purchased a new HP office computer. We maintain an external hard drive on this computer. We also leased a new Canon copier as approved by the Board of Directors. We have begun utilizing the copier to print more things in house such as committee related copying and overall organization copying. This practice will continue into the next year.

We also have taken time to organize the office and files to operate more efficiently on a daily basis. This will also continue into the next year.