

# D10 Town Hall

## PTA End of Year Planning Under Extraordinary Circumstances

Welcome!  
Please mute yourself  
Please say hello in the  
chat, including your school  
name.

Georgia District 10

**PTA**

*everychild. one voice.®*  
*cada niño. una voz.®*

# Welcome!

Please see the instructions in the lower right corner.  
If there is noise in your area, please mute yourself.  
Feel free to unmute if you want to speak.  
Please don't interrupt – that can cause garbled conversations.  
Feel free to talk in chat, I plan to read that as much as I can,  
or designate someone to monitor it.  
I will share contact info in chat and at the end.  
Thank you!

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# Agenda

- Introduction of Special Guests
- Quick Guide – What you need to know
- Information on holding general PTA meetings virtually
- Guidance on transition period
- Council updates
- Q & A
- Feedback/stories from local units
- Adjourn

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# Introductions

State PTA

President Karen Hallacy

Treasurer Amanda Weber

District 10 Board

Council Leaders

Others

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# What you need to know

Are you incorporated?

(Contact me or your council if you don't know)

Do you have a copy of your bylaws?

What we know – Emergency declaration expires **May 13**

Upcoming information/FAQs

- Financial
- Virtual meetings

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# Information on holding general PTA meetings virtually

For incorporated local units only.

Expires May 13 (unless renewed by the governor).

Meeting can be held by any electronic means that allows all participants to hear and participate in the meeting.

Notice is required (3 or 10 days)

Quorum must be met

Only verified members may vote

Special note – Elections

Incorporation deadline – **May 1** – contact state office, copy me

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# Guidance on Transition Period

For everyone:

Any legal requirement or bylaw cannot be enforced when the organization is not able to do it.

The organization is charged with doing “the next best thing.”

Boards can meet virtually – guidelines are in your bylaws

Do your best

Be transparent

Document all motions in your minutes

Ratify any relevant actions at your next in person meeting

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# Guidance on Transition Period – Financial Information

## Continue best practices

- Transparency/Checks & Balances/Accountability

Two signatures on checks (PDF the approval, mail the checks)

Use digital signatures on approvals now, get wet signatures later

## Refunds

- If paid electronically, then refund the same way
- Document everything

Guidance on donation- must be a 501(c)3 with a similar mission

Do not donate "carte blanche" to the school

Do not allow the school to use you to funnel refunds, donations, etc.

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# Council Updates

**South Fulton – Glenda Shivers**

**Atlanta – Richard Quartarone**

**North Fulton – Lisa Shanklin & Kristin Sharpe**

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# Q & A/Feedback/Your Stories

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# Adjourn – Thank you and good luck!

Join our mailing list – make sure you are in MemberHub or sign up at:  
[www.gaptadistrict10.com](http://www.gaptadistrict10.com)

Sign up for Georgia PTA Newsletter: [georgiapta.org](http://georgiapta.org)

Contact me: [jmartin@georgiapta.org](mailto:jmartin@georgiapta.org)  
Cell – 470-385-2770 (text me first)

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