

**APS PTA Emergency Executive Board Meeting  
August 25, 2011  
5:30pm – Media Center**

**Attendees:**

Shawn Jett	Council Representative
Dr. LaTonia Massey	Assistant Principal
Mary Alice NeSmith	Co-President
Kelli Williams	Co-President
Tiffany Black-Wilson	Co-Vice President
Diane Allers	Co-Vice President
Tim Harvey	Co-Vice President
Christine Shea	Treasurer
Jenny Sercer	Corresponding Secretary
Katrienne Feaster	Recording Secretary
Lisa Engle	Wellness Council Co-Chair
Annette Smith	School Store Chair
Sara Schear	Nominated Co-Vice President

**Meeting Called to order by Katrienne at 5:45p.m.**

**A Quorum is met in that all members of the executive board are present, as well as 2 chairpersons**

**Officer Resignation**

- Kelli Williams, Co-President gave her formal resignation due to her family re-locating to South Carolina
- Resignation Letter given to Katrienne to maintain in PTA folder, specific to Kelli's resignation
- Tiffany & Mary Alice thanked Kelli for her service as Co-President and past years on the PTA Executive Board
- Shawn thanked Kelli for her service, as well
- Tim motioned to accept Kelli's resignation, 2<sup>nd</sup> by Diane
  - Unanimously accepted (None opposed & None abstained)

**New Officer**

- Diane nominated Sara Schear as the 4<sup>th</sup> Co-Vice President, 2<sup>nd</sup> by Lisa
  - Unanimously accepted (None opposed & None abstained)
- Board unanimously accepted Mary Alice as our sole President

**Meeting Adjourned by Katrienne at 5:50 p.m., 2<sup>nd</sup> by Tim.**

**Resignation Documentation & Procedures**

- Jenny to include an announcement of Kelli's resignation in the next newsletter

- Mary Alice to include an announcement of Kelli's resignation at the next general meeting and thank Kelli for her service
- Katrienne will document the resignation at the state and council levels of PTA through the office change form
- Katrienne will create and maintain a folder to include:
  - Kelli's e-mail calling the meeting, Subject: Emergency Executive Board Meeting
  - Mary Alice's e-mail inviting the board to the meeting, Subject: APS PTA Emergency Exec Board Mtg this Thursday
  - Sign-In Sheet from Emergency Board Meeting
  - Kelli's formal resignation letter
  - APS PTA September Newsletter announcing Kelli's resignation
  - APS PTA September General Meeting Minutes announcing Kelli's resignation and thanking her for her service