

# NEWSFLASH

Michigan PTA's Newsletter For Leaders

JULY/AUGUST 2021

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### ***From the desk of the President of Michigan PTA***

Hello all,

I hope you are enjoying this crazy weather!!

As you have just wound down from the end of the school year, we must think ahead. Plans need to be made for this fall. If you are not staying, encourage the new officers to get planning and help where you can.

Please check out the website and social media spots for information on our upcoming Convention. We have bylaw amendments we would like to have approved, and we must elect a new Board of Directors for the association. Please help us guide this PTA into the future.

As I close this out as your Michigan PTA State President, I wish to say THANK YOU!! To every one of you that has kept our mission moving forward. The work you do at the local and council levels makes such a difference, I am grateful.

To the current Board of Directors, thank you for all you have done. You have kept this team going. To those stepping up, thank you for becoming part of this great organization.

Gratefully,

Kathy Carter  
President Michigan PTA

## "Thank you for calling Michigan PTA. How can we help you?"

by Tanya Pitkin  
Michigan PTA (734) 975 - 9500

The past two years have brought so many changes for all our PTA Units and Councils and for Michigan PTA, too. One important change we made was to change to a voice over internet phone company instead of paying a 3rd party to answer our phones. We found this to not only be fiscally responsible but hopefully a quicker resource for the leaders who are calling in.

So, "Hi," I'm Tanya, the voice on the other end of the line when you call, and I will always try my best to answer your questions. If not, I will get a message to someone who can. I am a past Unit President, current Council President and sit on the MiPTA Board of Directors. I attended the National PTA Convention in Columbus in 2019 and helped plan our MiPTA Annual Convention for the past three years. I have been on the MemberHub journey since the beginning and have done many of the trainings. (And yes, MemberHub questions are among our most common phone calls!)

If you haven't reached out, please do. The best part of answering these phone calls is answering questions and hearing amazing stories of how you have PTAd these past two years.



Some examples:

- Why do our members have to pay membership dues?
- Can my principal make decisions on what our PTA does?

Where can I find the MiPTA address? (P.S. It's a P.O. Box 510535, Livonia, MI 48151, and it's on our website! [MichiganPTA.org](http://MichiganPTA.org))

Amazing membership video made by a PTSA showcasing students and teachers sharing how the PTA supported them over the past year. This was powerful and so fun!

A new treasurer called to introduce herself and ask some questions. She is the parent of a rising 1st grader, and so are other members of their board. This is a great example of how MiPTA needs to do a great job at sharing the location of resources, training, and following up with new boards who are also new to PTA. I have a feeling we are going to be meeting many leaders who are new to PTA leadership, welcome and be sure to register for Convention !

If you haven't called and have a lingering question or 10..., give MiPTA a call today. Current phone hours are 9:00 - 6:00 pm Monday - Friday, voicemail available after hours and on weekends. Also, please join our "Michigan PTA Leadership Community" Facebook page.

### 2021 Fran Anderson Scholarship winners

*Congratulations!*

Jannath Aurfan - Farmington High School  
Aaron Crank - Allen Park High School  
Mariel Luecke - Allen Park High School  
Akhila Mullapudi - Farmington High School

Michigan  
**PTA**  
everychild.onevoice.

The Fran Anderson Michigan PTA Scholarship was created as a way to recognize high school seniors who have demonstrated leadership and advocacy skills through participation in PTA.

## Call to Convention August 5-8, 2021



Free PTA swag if  
you register by  
July 30??  
Yes, please!

### Convention Schedule (subject to change)

**Thursday, August 5**  
7:00 pm - 8:30 pm  
General Session 1

**Friday, August 6**  
7:00 pm - 8:00 pm  
Social Hour with MiPTA Board of Directors

**Saturday, August 7**  
9:00 am - 4:30 pm  
General Sessions, Speakers, and Workshops

11:00 am - 12:00 pm  
Using MI School Data and the Parent Dashboard to find  
information on your school

11:00 am - 12:00 pm  
AIM

2:00 pm - 3:00 pm  
Branding/Communications

2:00 pm - 3:00 pm  
Developing the Next Generation of Little Allies

2:00 pm - 3:00 pm  
Parliamentary Procedures

2:00 pm - 3:00 pm  
How to spend Money and How to Raise Money

3:15 pm - 4:15 pm  
Outreach, barriers, and resources for kinship care

3:15 pm - 4:15 pm  
Advocacy Basics

3:15 pm - 4:15 pm  
Using MemberHub for Communication and Compliance

3:15 pm - 4:15 pm  
Project Planning

**Sunday, August 8**  
9:00 am - 12:30 pm  
Workshops, Speakers and General Session

9:00 am - 10:00 am  
Online Stores and Fundraiser Campaigns, etc.

9:00 am - 10:00 am  
Leading DEI: Walking the Talk

9:00 am - 10:00 am  
Facilitating Difficult Conversations

10:15 am - 11:15 am  
A Timeline for Transition from Special Education to  
Adult Services

10:15 am - 11:15 am  
Advanced Advocacy

### Join us for:

- Keynote Speakers and Special Guests
- Workshops
- Election of Michigan PTA Officers and New President
- Bylaws Amendment Voting
- Installation of Local Officers
- Awards Presentation
- Reflections Showcase
- Fran Anderson Scholarship

Register now!  
[michiganpta.org](https://michiganpta.org)

This is Mi PTA

## 2021 Convention Information

### 2021 Proposed Bylaws Amendments

To provide for the safety of our members, delegates, volunteers, and other attendees, Michigan PTA's 2021 Annual Convention will be held virtually. This year delegates will have the opportunity to vote on proposed bylaws amendments ([michiganpta.org/103rd-annual-convention](http://michiganpta.org/103rd-annual-convention)). Due to the limitations of conducting business in a virtual setting, however, there will not be debate nor amendments on the proposed bylaws amendments during the Convention. Instead, input, feedback, and voting on the proposed bylaws amendments are being handled differently.

The Bylaws Committee held a Question & Answer Session on Wednesday, June 23rd. There will not be an opportunity to make motions on suggested amendments during the General Session of the MIPTA Annual Convention on August 5th-8th. All suggestions put forth at the question & answer session and those received in email to [convention@michiganpta.org](mailto:convention@michiganpta.org) were considered by the MIPTA Board of Directors.

Please note:

To vote on convention business, you must be a member of the voting body of the annual meeting as defined in Article XIV, A. ANNUAL STATE CONVENTION, Section 3e of the Michigan PTA bylaws:

"The President or alternate, one additional delegate, and one (1) delegate for each fifty (50) members or major fraction thereof, from each Local Unit, provided the Michigan and National portion of membership dues has been received by the Michigan PTA Treasurer by April 28th preceding the convention."

If you have questions about becoming a voting delegate, contact the PTA/PTSA/Council of which you are a member.



### Michigan PTA Officer Elections will be held Thursday, August 5, 2021

Slate presented on behalf of the MIPTA Nominations Committee stands as presented:

**President-Elect:** vacant

**Secretary:** Jenna McMechan

**Treasurer:** Meredith Blixt

**Vice President of Children's Advocacy:** Jenn Garland

**Vice President of Membership:** vacant

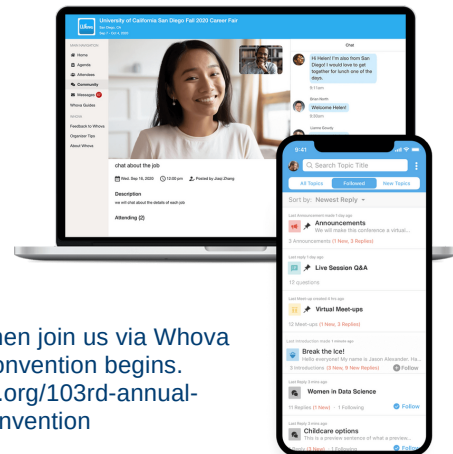
**Vice President of Outreach & Support:** Lisa Roscoe

**Vice President of Programs and Services:** Susie Crafton

**Vice President of Student Involvement:** vacant

(pending bylaws approval) **Vice President of Communications:** Beth Hulett

There were no nominations from the floor.



Register now then join us via Whova  
when the convention begins.  
[michiganpta.org/103rd-annual-convention](http://michiganpta.org/103rd-annual-convention)



## Thank You Convention Sponsors!



[www.aim-companies.com](http://www.aim-companies.com)

AIM provides specialty insurance for PTAs, PTOs, and Booster Clubs.

### Gold Sponsor

of the 2021 Michigan PTA Annual Convention

*Thank you!*



[www.apexleadershipco.com/](http://www.apexleadershipco.com/)

Apex Leadership Co is a 2-week, hassle-free, action-packed program that teaches leadership traits and fitness to the best schools in America.

### Gold Sponsor

of the 2021 Michigan PTA Annual Convention

*Thank you!*



Academic Entertainment, INC.

[www.AcademicEntertainment.com](http://www.AcademicEntertainment.com)

Academic Entertainment offers a wide range of K-12 School Assembly Programs, Summer Camp Shows, and Virtual Assemblies nationwide.

### Silver Sponsor

of the 2021 Michigan PTA Annual Convention

*Thank you!*



*Thank you for  
hitting it out of the park!*



**Kathy Carter**  
**Michigan PTA President 2019-2021**



Google has created a locator tool that you can use to find your nearest food bank, food pantry or school lunch program pickup site. <https://findfoodsupport.withgoogle.com/>

## Year-End Financial Duties

Happy New Year! For most PTA units, the fiscal year ended June 30, and they have just started a new year. What does that mean? Audits and 990s!

ALL PTA UNITS should be conducting an audit/financial review before the school year starts. It is easiest to do this in the summer, when there is minimal financial activity. This does not have to be a formal audit by a CPS firm—though some units do choose that route. Most units have a relatively small amount of financial data, and a Financial Review, which we call an audit, is sufficient. You can find the current form for doing this review on the Michigan PTA's website <https://michiganpta.org/pta-leader-resources>. This review is not to be conducted by the current (or outgoing) Treasurer, or anyone who is a signer on the account. Please gather all your materials before you begin. This list of helpful tips comes from Livonia PTSA Council:

Some tips to make sure your audit goes smoothly:

1. PLEASE make sure your books are organized and all receipts are included.
2. PLEASE have a total amount for all receipts (monies paid) and a total of all income (deposits). This makes the process easier.
3. Go through and do a practice audit on your own books to make sure receipts add up and deposits add up.
4. You will also need last years audit so please bring a copy of that, as that is your beginning balance.

Once the audit/financial review has been completed, please upload it within MemberHub. You can do this by accessing your Compliance module, and selecting the Submission box. This is where all unit submissions take place.

If your fiscal year ended, you must complete your 990 form, and submit it to the IRS. For most PTA units, the audit committee can do this, to wrap up the year. If your PTA had less than \$50,000 in gross revenue for the year, you can file the on-line form 990N, also called the 990 e-postcard. Filing information can be found at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>. If you have never done this before, please call Michigan PTA for assistance. It is very easy, and can be done in a matter of minutes. Really, really! When you print out the completion screen, take a screenshot (pr PrtSc) and paste it into a new document. Then, upload that document in MemberHub, following the directions above. The printed copy goes into your files.

Once the financial review and 990 are complete, you are in good shape. Think about getting ready for next year. Will there be a new Treasurer, or are you continuing on? Are you familiar with the changes to MemberHub, and how it affects you? Have you found your replacement, so you can show them the things you do, and groom them for the job? If you can say yes to these, then get out the hammock and the blender. You are ready to enjoy your summer!

Liz Jarvis  
Michigan PTA Acting Treasurer

## Protect Your Assets



AIM is the National leader and the largest insurer of PTAs, currently protecting more than 22,000 groups across all 50 states.

We make it easy and affordable for your PTA to obtain quality insurance, starting at only \$65 per year!

### Types of Insurance Your PTA May Need

#### EVENT INSURANCE

General liability coverage protects you from a lawsuit if someone was injured at one of your organization's activities.

#### EMBEZZLEMENT INSURANCE

Embezzlement Insurance covers your money. If anyone in your organization you trust (President, Treasurer, board member, volunteer or courier) runs off with your money, AIM replaces those missing funds.

#### PROFESSIONAL LIABILITY

If someone sues your officers for mismanagement, misrepresentations, dissemination of false or misleading information or inappropriate action, Professional Liability Insurance would pay to defend you.

#### PROPERTY INSURANCE

Protect your PTA's raffle merchandise, auction items and fundraising supplies while they are in your possession.

#### GET STARTED TODAY!

1 (800) 876-4044 / [aim-companies.com](http://aim-companies.com) / [aim@aim-companies.com](mailto:aim@aim-companies.com)

## Treasurer Transition

With the new school year, there is a good chance your PTA has or will have a new Treasurer. This is a transition which can be pretty challenging, and getting off to a good start is important. If possible, the outgoing Treasurer should hang around to answer questions, and generally show the incoming Treasurer how the job is done. Sometimes, that isn't an option. How does a new Treasurer learn the role?

Start with your Bylaws! (You knew I would say that, didn't you?) Your Bylaws outline the responsibilities of each of your officers. Afterward, go to the National PTA website and check out the eLearning modules (<https://www.pta.org/home/run-your-pta/elearning>). There are several which will help a new officer, or anyone interested in learning more about running a PTA. There are modules in Spanish, too. Every officer should check out these modules, even if you have already been on the board. And sign up for your free Leadership Toolkit: <http://www.ptakit.org/>

A new Treasurer should visit the bank, with someone who is already a signer on the account, so his/her/their name can be added to the account. Bring a copy of the minutes of the meeting in which the person was elected, and ID such as a driver's license. (If you are opening a new account, you will also need your bylaws, and your letter of good standing. Please call Michigan PTA for assistance.)

A new Treasurer should have access to last year's books and records. Financial files must be kept for at least seven years, so please hang on to them, and make sure the Treasurer can use them as needed.

A new Treasurer also needs access to the checking account and checkbook. It is a good idea to include the incoming Treasurer on the unit's audit/financial review team, so he/she/they can get a first-hand glimpse at the finances, and how they are handled.

If you have questions about the Treasurer's job, it is a relief to have the outgoing Treasurer available by phone or email. If there are still questions, or the outgoing Treasurer is not available, please call Michigan PTA at 734-975-9500.



## Old MemberHub, New MemberHub

As you have undoubtedly noticed, MemberHub has updated its platform. There have been some pretty big changes, and there will be a learning curve for all of us. We at Michigan PTA are committed to learning the new system as well and as quickly as we can, so we can help our member units adjust to the new platform. We will share the things we learn, so we can all get up to speed.

For starters, please review this note from MemberHub, outlining some of the items which are NOT included in the new version. If you have important data in these areas of MemberHub, you will want to save that data before the old version is shut down at the end of the month.

### Some Info From MemberHub:

We are so excited about our new version of MemberHub! With the transition, we've migrated most of your organization's data from our legacy system, into the new interface. This includes people, families, custom fields, memberships, compliance submissions, products, orders, files, photos, and more. However, there were some things it didn't make sense for us to port over into the new system. You'll have access to the old system for a time so that you can grab any information you need.

### Profile information

Some fields such as gender, date of birth, fax, home phone, work phone, and bio are not in the new version of MemberHub. These have not been migrated over for any users in your organization.

If you have profiles in more than one MemberHub organization, verify that your migrated information is current and correct. Mobile numbers were migrated over and if there was no mobile number saved, the user's home phone was saved.

### Whiteboards

As one of our least used features, we do not have whiteboards in the new system. Therefore, none of the data around whiteboards has been moved over into the new system.

### Messages

Messages sent through the Newsletter feature released earlier this year will continue to be available in the new system. Announcements and Discussions sent within hubs will not be moved into the new system. Find out more about the new messaging capabilities here.

### Events

Events created in your calendars this year will continue to be available in the legacy system. These events will not be moved into the new system. Find out more about the new events capabilities here.

### Hub home pages

In an effort to be less restrictive and allow for more efficient communication, hubs have changed. Hub home pages do not exist in the new system. Your organization's website is a great place to feature information that used to live on hub home pages. Or, share info via files and photos.

Files and photos from your "Everyone" hub have been saved in the Library folder. Files and photos from your hubs will be saved in a corresponding hub folder in "Files and Photos."

### Tags

People tags have been replaced with a robust new feature for organization admins called Properties. As hubs have evolved, hub tags have become less useful. They have not been migrated into the new system. File tags are also not part of the new system. They've been replaced with the ability to create your own folders to organize your files and photos as you desire.

### Signups

We are thrilled to be partnering with SignUp.com which offers best-in-class volunteer management. We will not be moving existing MemberHub signups into the new MemberHub.

### Custom organization colors

The new version of MemberHub currently does not support custom colors within the application. However, your MemberHub website allows for complete customization! You can also customize your storefront by visiting Store Settings.

Want to learn more about the new MemberHub platform? You can access online training here, or sign up for 1:1 help here. If you learn something new, please share it with us, so we can share it with other units across the state. You can call Michigan PTA at 734-975-9500.



## **Federal Legislative Chair Update**

by Carin Meyer

As this PTA year officially comes to an end, this is a great time for reflection and gratitude. This year has been tough, but it has also given a lot of gifts.

Members that I got to know through this advocacy work are the first thing that comes to my mind. While I still hope to meet many of you in person, even over Zoom, I had the opportunity to learn and grow through other members' willingness to share their experiences and ideas. I am excited about what the future holds for the Michigan PTA with such an engaged and motivated membership.

I want to recap a little bit about what we have done this past year. We had the largest group of advocates at the virtual National PTA Legislative Conference.

We had meetings with all our Federal Members of Congress. We created a webinar on School Boards and the Open Meetings Act. We had a webinar on the American Rescue Plan Act (ARPA) and shared information on how to advocate in your school district. (Reminder both videos can be found on [michiganpta.org](https://michiganpta.org) under the covid19 related advocacy tab.) The Michigan PTA signed onto a letter from National PTA to the Federal Government asking for increased grant funding for social and emotional support position in schools. (The state of Michigan did provide an increase in funding for these positions.) We also signed a letter from National PTA to the United States Department of Education during their open comment period on Title XI protections making sure that LGBTQ+ students were included. (USED determined that LGBTQ+ students are covered by Title XI protections.) We continued our support of Statewide Family Engagement Centers, even though Michigan does not currently have one, we see their value for the states that do in hopes they can become a model for ours.

As we look toward the future, we will continue to work in all these areas. In the near and future term, the spending of ARPA dollars in our local communities will be of particular importance. We are creating future informational webinars that we hope will help continue to engage and assist advocacy efforts. We are also working with other organizations to strengthen our mission. Outreach to all our Federal Members of Congress is on a continual basis as we make sure that Michigan's children and families are front and center in their decision-making.

I hope you are finding time to relax and enjoy family and friends this summer.

Thank you again for all that you do on behalf of your school community and the PTA. I am excited to grow forward with you and maybe even see you in person.

## PTA For Your Child with Our All New Membership Campaign

Today, PTA's role is more important than ever in connecting parents, teachers and administrators, and supporting critical school needs. We want every family in our schools to join PTA, because we can do more together than apart. Our new membership campaign—PTA For Your Child—is designed to engage and excite new members and existing members by making the work of the PTA more visible and highlighting the value and impact of PTA. To bolster your membership recruitment activities, we have developed a suite of materials, including a campaign toolkit that outlines how to effectively communicate the value of PTA membership, a suite of dynamic visuals and collateral materials, and a campaign rollout checklist.



### Smarter Summers. Brighter Futures.

PTAs and schools are key to linking parents to vital summer learning opportunities that can help children have fun and meaningful learning experiences that prepare them for the next grade.

The **Smarter Summers Brighter Futures Playbook** empowers and equips PTAs and educators to make summers matter in their communities with easy-to-follow planning tools and strategies. Get yours here:

[pta.org/home/family-resources/summer-learning](https://pta.org/home/family-resources/summer-learning)

# Important Dates to Remember

**Unit and Council Renewal and Officer Updates** Begins June 1, 2020  
in MemberHub (for 2020/21 this deadline is extended to Oct.1st)

**Submit Board of Directors**  
**Speaking/Visit Requests for Fall 2020** September 15  
**and Founders' Day Schedule**

**990 filing date with IRS (for most Units/Councils)** November 15

**Standards of Affiliation (SOA)\* deadline**  
**(Dues, Audit, Budget, Copy of 990, Officers, Bylaw, Insurance)** December 1

**Submitting Board of Directors** January 15  
**Speaking/Visit Requests for Spring/Summer 2021**

**Submitting Resolutions for**  
**consideration at Convention** March 1

**Fran Anderson Scholarship**  
**Deadline** April 1

**Michigan PTA Awards Deadline** April 15

**Satisfying Standard of Affiliation allows Units/Councils to participate  
in all State and National Awards, Grants and Programs.**

*Please note that when a Unit/Council applies for a National PTA award/grant/program, Michigan PTA is contacted before the award/grant/program is dispersed and if the Unit/Council has not satisfied the Standards of Affiliation (SOA), that entity will be disqualified for the award/grant/program, per Michigan PTA's affiliation agreement with National PTA.*

**Mailing Address**  
**Michigan PTA**  
**P.O. Box 510535**  
**Livonia, Michigan 48151**

**734.975.9500**  
**michiganpta.org**

## NOTEWORTHY

### IN CASE YOU MISSED IT:

Now that PTA units have wrapped up the 2020/21 school year there are some activities they should consider doing over the summer to prepare their MemberHub Site for the new school year. For details and step-by-step instructions click through each link or go to <https://bit.ly/MemberHubEndOfYear>.

- [Add New Officers](#) after elections have taken place
- [Review List of Site Administrators](#), remove any old officers
- [Make sure all state dues are paid](#), contact Michigan PTA Treasure with questions
- [Transfer WePay account Ownership](#) to new treasurer or president if needed
- [Clear Hub Activity](#), notify teachers before making changes to
- their hubs. Cleared data is unrecoverable.
- [Remove Families Who are Leaving the School](#)

## Connect With Michigan PTA!

Website: [michiganpta.org](http://michiganpta.org)  
Facebook Page: [facebook.com/everychildonevoice/](https://facebook.com/everychildonevoice/)  
Facebook groups/pages by interest:

- Michigan PTA Advocacy
- Michigan PTA Reflections Network
- Michigan PTA Diversity, Equity and Inclusion
- Michigan PTA Membership/Memberhub
- Michigan PTA Leadership Community

## *We're Here to Help*

Although Michigan PTA does not have a physical office and no staff at the moment, volunteers are still available to help answer questions. How you can reach us:

734-975-9500

P.O. Box 510535  
Livonia, MI 48151

President- Kathy Carter  
[president@michiganpta.org](mailto:president@michiganpta.org)

Secretary- Liz Jarvis  
[secretary@michiganpta.org](mailto:secretary@michiganpta.org)

Treasurer  
[treasurer@michiganpta.org](mailto:treasurer@michiganpta.org)

VP of Outreach & Support- Tracey Troy  
[outreachsupportvp@michiganpta.org](mailto:outreachsupportvp@michiganpta.org)

VP of Student Involvement- Jennifer Johnson  
[studentinvolvementvp@michiganpta.org](mailto:studentinvolvementvp@michiganpta.org)

VP of Membership- Brian Johnson  
[membershipvp@michiganpta.org](mailto:membershipvp@michiganpta.org)

VP of Advocacy- Marcy Dwyer  
[childadvocacyvp@michiganpta.org](mailto:childadvocacyvp@michiganpta.org)