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# Handprints

Serving the local units of Bellevue • Issaquah • Lake Washington • Mercer Island • Snoqualmie Valley • Riverview

Region 2 Director Heather Gillette  
Editor Dawn Peschek

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## A message from your Region 2 Director Heather Gillette



**Happy New Year!** This part of the year is always a good time to take stock of where you are, where you've been and where you're going. How is your PTA doing right now? Is your Board of Directors still engaged and active? Right now your Board should be talking about getting the mid-year financial review done, electing your nominating committee, and looking at where you are with the budget.

How did your events and programs go this fall? Were they successful or did they generate less interest than expected? Your Board should talk about and analyze what you've done this fall. This discussion will help with budget planning in the spring. It is also helpful to talk about whether some of these events or programs would benefit from some alterations. Now that you have a little distance and perspective you can make logical decisions on what might not be relevant anymore or what might benefit from having more attention placed on it. Also, think about whether you thanked your volunteers sufficiently – it is never too late to take care of that. Did you follow up an event with a recap to your membership? For example, we let them know about the holiday craft fair but we don't tell them how many families attended, how many craft projects were made, how many volunteers helped out, how any proceeds have been spent, etc. Many times we spend a lot of time advertising about an upcoming event but then we never let our membership know the final outcome.

How is the planning going for the spring? Have you confirmed facility spaces? Have you checked in with committee chairs to make sure they are on track? Do you have practices in place to help mentor future leaders so they can slip seamlessly into leadership positions? Do you have notebooks to capture historical records to help committees? Now is a great time to work on all of these things and to encourage committee chairs to be filling those notebooks with their committee plans of action, time lines, budget sheets for their event/program, volunteer information, etc.

As you can see, the middle of the school year is a time to review the past and make plans for the future. Take the time now and the rest of your school year will go much more smoothly. Thank you for all of the time and effort that you put into making things better for all of our kids and your PTA.

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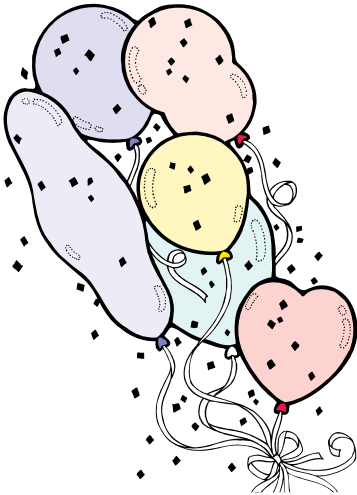
*Hello Region 2 PTA Leaders!*

*Your Region 2 Nominating Committee has completed its work and has announced their results:*

*"It is the pleasure of the Region 2 Nominating Committee to place in nomination, for the position of 2012-14 Region Director, Kimberly Montague."*

*There is more information on our Region 2 page, including a copy of the Nominating Committee report at: [http://www.wastatepta.org/regions/region\\_2/index.html](http://www.wastatepta.org/regions/region_2/index.html)*

*Thanks again to the Region 2 Nominating Committee for their hard work, and as always let us know if you have any questions.*



## FINANCIAL REVIEW...

### A MUST HAVE FOR THIS SEASON'S FASHIONS!

Every local unit needs to conduct a financial review at the end of the fiscal year, when a new Treasurer assumes office, and when a need arises. It is strongly recommended and a good practice to do a mid-year review as well. The review should be conducted by a committee of 3-5 PTA members that are non-signers on the bank account.

Like most PTA activities, treats or light snacks are often involved. Don't be surprised if laughter and idle chatter are also present. Use the handy dandy "Financial Review Checklist" found in the Money Matters section of the Leadership Packet as a guide.

The Treasurer should be available by phone to answer questions. Make sure all the necessary paperwork is available to the Financial Review Committee (A complete list of necessary documentation can be found in the Money Matters section of the Leadership Packet).

When the review is completed, the committee needs to write up a report of their findings and present to the general membership to be included in the meeting minutes. Of course, this report is usually received with applause and acclamations.

The financial review is a simple, fun, and easy way to keep your local unit in good financial shape and your Board knowledgeable about the unit's resources, funds, and procedures.



## Outreach Fair



The second annual Region 2 Outreach Fair will be held during the mid-winter conference, Saturday, February 11<sup>th</sup>. This is your chance to learn more about outreach and how it fits into your local unit. The theme for this year's Outreach Fair is "Roadmap to Outreach." For our Fair, we have identified five categories or "roads" within Outreach: 1) Charitable (e.g., Assistance League of the Eastside); 2) Cultural (e.g., Community Leaders); 3) Educational (e.g., WEA); 4) Advocacy (e.g., LEV); and 5) Opportunity Gap (e.g., OSPI). Our hope is that breaking Outreach into five separate categories will help you focus your outreach efforts and allow you to get help in the areas that are of particular interest to your local unit.

We will also have two great classes for you to attend. The first session will be a panel discussion led by representatives from the Puget Sound ESD. They have been doing work in the area of Outreach for several years and are a great resource. The second session will be a round table discussion led by local unit representatives who have been conducting successful outreach events. Please let your membership know about this great opportunity to learn more about Outreach. We look forward to seeing you there!

Please let me know if you have questions or would like to help at the Outreach Fair. You can reach me at [ahnlee@hornofthemoon.com](mailto:ahnlee@hornofthemoon.com), or (206) 369-2812. Thank you and keep up the great work!

- Ahn Lee Horn, Region 2 Outreach Chair

## REFLECTIONS ENTRIES DUE TO STATE BY JANUARY 18TH, 2012

This is a reminder that entries **from Councils** eligible for consideration for recognition at the state level must be sent to the State Reflections Chair, Michelle Bartholomew, postmarked no later than January 18, 2012. Be sure that the entries are prepared in accordance with the instructions set forth in the Reflections Users Guide, available on the WSPTA website and make sure to include your Council Participation Form with your submissions. Also please remind your local units to complete the mandatory National PTA Participation form and email it to National PTA, cc-ing a copy to Michelle. If you have any questions please contact your local Council Reflections Chair, or Region 2 Programs & Awards Chair Dawn Peschek at [dawndiamond@comcast.net](mailto:dawndiamond@comcast.net) or WSPTA Reflections Chair Michelle at [Reflections@wastatepta.org](mailto:Reflections@wastatepta.org).

# Save the Date for Nominating Committee Training!

January 19th, 2012 • 9:00-11:00am

ISD Admin Building • 565 NW Holly, Issaquah, WA 98027



Please ask your nominating committee to attend this important training.

If they are unable to attend, there will be another opportunity at the Region 2 Conference on Saturday, February 11th, 2012 at Overlake School.

## PTA STRUCTURE

This is the time of year to look at any Standing Rules changes and the structure of your PTA before your Nominating Committee gets going. Structure is defined in local unit Standing Rules but cannot contradict State PTA Bylaws. The following is a basic outline of what your PTA structure should be.

### Executive Committee

- Elected Officers as defined in Standing Rules
- President, Vice President, Secretary, Treasurer required; Legislative Chair recommended; may be others
- Duties are:
  - Select/approve Board members
  - Review Standing Rules annually
  - Review, evaluate, make recommendations to the Board of Directors or general membership
- Has no decision-making authority
- Meets at the discretion of the President

### Board of Directors

- Executive Committee and appointed positions as specified in the Standing Rules; may also include ex officio members
- Meets regularly, usually monthly, as specified in the Standing Rules
- Duties are:
  - Plan, set policy and goals
  - Ensure financial integrity
  - Review, evaluation, make recommendations to the general membership
  - Transact necessary business between general membership meetings
- Has decision-making authority, with limits defined in Standing Rules
- Voting
  - A majority of people (not positions) on the Board constitutes a quorum
  - Positions which are co-chaired may have one vote or two, as specified in the Standing Rules; however, this distinction will affect the quorum



### Ad-Hoc Committee Chairs/Liaisons

- Appointed by the Board of Directors as specified in the Standing Rules
- Duties are:
  - Present committee reports and budget plans to the Board of Directors
  - Submit reimbursements in a timely manner
  - Seek approval from Board of Directors for ideas and budget expenditures outside of the scope of the project
- Voting -- No vote at a Board of Directors meeting but they do at General Membership meetings
- Must be paid PTSA member

### General Membership

- All paid PTSA members
- Meets regularly as specified in the Standing Rules; special meetings may be called by the President or a majority of the Board of Directors
- Duties are:
  - Adopt annual budget
  - Approve Standing Rules
  - Elect Nominating Committee, officers, and delegates
  - Transact business
- Quorum is at least 10 people

**SAVE THE DATE!****FOCUS DAY 2012****February 20, 2012****Olympia, WA****FOCUS DAY 2012**

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## TRAINING - the who, why, where and how of being trained

Heather Gillette, our Region 2 director, sent out training letters to local unit and council leaders over the break. By now, local unit presidents should have received a letter confirming if your local unit is in compliance with the new training by-law. If not, please contact your council president. These letters will be useful for maintaining your good standing (which could affect your insurance coverage) so it's important that you copy and keep the letter safe somewhere.

### **Congratulations to those who have completed all their training!**

Here are a few pointers/notes for local units to complete their training requirements:

**Who?** If you hold an elected position voted on by the general membership in your local unit, you need to be trained. Your letter will have given you the names of people who are elected and have yet to be trained. Please encourage those people to attend training on Saturday, February 11<sup>th</sup> at the mid-year conference. Also, as we move into nomination time and units look to elect officers for next year, please ensure the candidates understand that training is part of their elected position. You may want to look at the number of elected positions and perhaps amend the number by a general membership vote before you ask your nominating committee to find members to fill the positions. These elected positions are defined in your standing rules.

**Why?** Training is what helps to give our local units credibility. To run programs and handle budgets responsibly, a well trained and informed board should be a great selling point to encourage the community to join a local unit. Trained board members should be proud of stepping up to the responsibility in their local unit.

**Where?** The next big opportunity will be at the Region 2 mid-year conference in February. We will be running a "PTA and the Law" class and many other sessions that will help develop your skills and benefit your local units. Please register as soon as possible and pick the classes that you feel will be of use to you and your local units. We will also have our Outreach Fair so there should be something for everyone.

**How?** Consider asking the Region's service delivery team, through the Region Director, Heather Gillette, to come to a meeting to train on topics that would meet your requirements. You should discuss this as a council and local unit.

**How much?** Region conferences are a great and affordable way to become trained as it is one price for as many people as possible. Read on for the information and price of our Region 2 mid-year conference.

We hope that with all the conference and training opportunities available, local unit leaders take advantage to serve our community, schools and kids.

## BASIC PARLIAMENTARY PROCEDURES AND SUCCESSFUL MEETINGS

**Why do we need meeting rules?** If you have ever been to a meeting that didn't go well, you can understand why following a set of rules of order are important. It might be that one person monopolizes the conversation, that decisions seem to be made without a full and rich discussion, or that the meetings last forever without much being accomplished. These are all situations that can be avoided by using simple Parliamentary Procedure. You might ask how formal you need to be. That really depends on a couple of things. One variable is the size of the meeting. The larger the meeting, the more formal your meeting rules need to be. It can also depend on the types of issues being discussed, and the dynamics of your group. There are some decisions that absolutely need a formal motion and some where you can be less formal. Remember also that there are some decisions that must be made by the General Membership and some where the Board of Directors has authority.

**Who runs the meeting?** It is the President's (Chair's) responsibility to be impartial and maintain order in a meeting and it is the Secretary's responsibility to record what happens in the meeting. In order to make sure that decisions are not made by an inordinately small number of members, a quorum must be present in order to conduct business.

What needs to be on the agenda? Typical items for your agenda are: reading (unless previously distributed) and approval of minutes; reports including President's report, committee Reports, financial reports; unfinished business; new business; and educational programs. Your agenda should always let your membership know what topics will be discussed at the meeting. Remember that some decisions, such as changes to Standing Rules must have at least 10 days' notice, or a 2/3 majority is required to pass.

**When do we need a motion?** One of the purposes of having meetings is for the group to make decisions. To begin the process of making a decision, a member offers a proposal by making a motion. A motion is a proposal by a member that the group take a certain action. It should be noted that motions be phrased in the positive-to take action rather than to not take action. With that being said, there are times when the group can make a decision without having a formal motion. The meeting chair can often sense that a particular topic has agreement and those that are more controversial which would require a motion and formal discussion in order to make sure that the best decision is made.

### **You do not need a motion to:**

- Approve the previous meeting minutes. The chair can simply say, "The minutes have been distributed. Are there any corrections to the minutes?" Corrections can then be made and then the chair says, "The minutes are approved as corrected (or as presented)."
- Approve the financial report. The treasurer gives the financial report, the chair asks if there are any questions or discussion and then states, "The financial report is filed as presented and is subject to financial review."

### **You do need a motion to:**

- Approve or amend the Standing Rules
- Approve or amend the Budget
- Endorse issues or ballot measures (such as school bonds/levies)
- Make other decisions that require your organization to take action

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**PTA**<sup>®</sup>  
*everychild.onevoice.*<sup>®</sup>

### **How do I make a motion?**

Joe Member: I move that the Skygreen PTA endorse the upcoming School Bond.

Jane Member: Second

Chair: It has been moved and seconded that the Skygreen PTA endorse the upcoming School Bond. Is there any discussion?  
 Debate follows....

Chair: If there is no further discussion...

Chair: All those in favor of the motion to.....please say aye. Those opposed say nay. Any abstentions? The motion carries (or fails).  
 If an issue is highly controversial or the vote is close you may want to either have a rising vote or a written ballot. Make sure your secretary comes to meetings with blank ballots, so as issues arise it is easy to conduct a written vote.

What other ways can the chair maintain order? One of the best ways for the meeting chair to maintain order is to set the expectation that each person who speaks is recognized by the chair before they begin. It can be as simple as asking members to raise their hand when they wish to speak. The chair can then call on members in order, making sure that everyone is allowed to speak before one gets to speak a second time.

What about elections? Follow the election procedure that is in your Washington State PTA leadership packet and online: <http://www.wastatepta.org/leadership/elections/elections.index.html> This is a great resource. Then make sure minutes state that your election was "conducted in accordance with Washington State PTA Bylaws."

**Where can I go for more information?** First, make sure you are familiar with both your local unit Standing Rules and the Washington State PTA Bylaws. State PTA has chosen "Roberts Rules of Order Newly Revised" as its parliamentary authority. There is a handy "In Brief" version that is especially helpful. You can also find parliamentary basics in your leadership packet and on the State website: [http://www.wastatepta.org/leadership/leadership\\_packet/leadership\\_packet\\_11/President.pdf](http://www.wastatepta.org/leadership/leadership_packet/leadership_packet_11/President.pdf)



## Region 2

# BACK-TO-SCHOOL CONFERENCE SURVEY RESULTS

Thank you to those of you who took the time to answer the survey questions about our Back-to-School Conference this past August. While we would have loved to have heard from even more of our fabulous leaders in Region 2, we greatly appreciate those who were able to find the time to help us out and those responses will help us prepare for our Back-to-School Conference in 2012.

This is what we learned from the responses to the survey:

- 1) 67% of those who responded are willing to pay up to \$10 for a boxed meal to be offered at the conference.
- 2) 42% of those who responded would like to have two separate days and times offered for this conference. It was a tie to have the two days be one weekday evening and one Saturday morning OR one weekday morning and one weekday evening.
- 3) 72% of those who responded would like to have the two separate days and times offered be one in August and one in September.
- 4) 84% of those who responded would like to have the weekday time be 6:00-9:00pm.
- 5) 68% of those who responded would like to have the conference all day on a Saturday with more classes offered.
- 6) 58% of those who responded would like to have the conference all day on a Saturday with half the day being classes and half the day being PTA and the Law.
- 7) 61% of those who responded would like to have the handouts on CD.
- 8) 67% of those who responded that they would like to have the handouts on paper said they would be willing to commit to specific classes 2 weeks prior to the conference.
- 9) 53% of those who responded would like to have vendors at the conference.
- 10) The top three vendors chosen to be at the conference were: fundraising; before/after school classes; and school pride.
- 11) The top five choices for class topics were: Treasurer, President, Fundraising, Membership, and Outreach.

## YOU CAN DO IT! WSPTA AWARDS DUE MARCH 1, 2012

The deadline for WSPTA Awards are coming up quick - - due on March 1, 2012 (postmarked by date). It is not too late to gather your information for your application for these award(s). WSPTA awards include: Standards of Excellence, PTAs Taking Significant Action, Outstanding Communications, Outstanding Newsletter, Honor Unit, Outstanding Local Unit.



Application forms for the Standards of Excellence and all WSPTA awards can be found at <http://www.wastatepta.org/resources/index.html>, Leadership Resources (username: Diversity and password: Means).

Don't forget the Leadership Academy awards deadline which is also March 1, 2012. In gratitude for many hours of service and training the WSPTA Board of Directors created the Leadership Academy Awards Program. The purpose of this program is to recognize and acknowledge leadership skills attained by PTA leaders throughout all levels of the association. Go to [www.wastatepta.org/resources/awards/1112/Leadership\\_Academy\\_2011.pdf](http://www.wastatepta.org/resources/awards/1112/Leadership_Academy_2011.pdf) for an application. You won't believe how fast your points add up!

Detailed information for all of these awards can be found on the WSPTA website at [www.wastatepta.org](http://www.wastatepta.org). There is also an "It's not too late!" awards class being offered at the Region 2 Mid-Year Conference on Saturday, February 11th, 2012 if you are interested in coming and getting some of your last minute questions answered. You can also contact your Council Awards Chair or Council President for more information.



## WSPTA Region 2 Mid-Year Conference

Saturday, February 11, 2012

Overlake School • 20301 NE 108th Street • Redmond, WA 98053

	<p><b>8:30-9:30am:</b> Sign-in/Registration - in Campus Center</p> <p><b>9:30-9:45:</b> Welcome - Kimberly Montague/Outreach Speaker - in Campus Center</p> <p><b>10:00-11:00:</b> Session 1</p> <p><b>11:15-12:15:</b> Session 2</p>
<b>Session 1</b>	<b>10:00 - 11:00 am - in Humanities Building</b>
Nominating Committee Training	Want to know how to help build a strong local unit PTA? Start with making the Nominating Committee a well-educated, confident representation of your community, as they learn the process for seeking and identifying the best candidates to fill your slate. <b>Janine Kotan and Caroline Brown</b>
Local Unit Awards..... It's not too late! Deadline is March 1.	It's not too late to apply for National & State awards! Got questions? We've got answers - whether it's PTAs Taking Significant Action, Communication, Newsletter, Standards of Excellence, Honor Unit, or Outstanding Local Unit. Every PTA volunteer should be keeping track of their service for Leadership Academy - get a spreadsheet here to make it easy! <b>Dawn Peschek and Liz Piekarczyk</b>
Advocacy Now	Come find out what is happening in the Legislature right now and what happened during the special session. Then stick around for the 2nd session class to find out what you can do to advocate now for all children. <b>Toby Suhm and Cathy Renner</b>
Show me the money! Mid-year financial review & budgeting for next year.	Spring is around the corner, which means warmer weather, flowers blooming and...time to think about next year's PTSA budget. While not as fun as a Carnival, nor as satisfying as a successful fundraiser, your PTSA budget makes a statement about your PTSA. What does your budget communicate? <b>Shelby Winston and Sarah Stone</b>
Next Year Now - "Next year will be perfect"	Transitions, Standing Rules, committee notebooks, elected vs. appointed positions and much more will be discussed. Bring your Standing Rules and your questions and we'll help you prepare for a smooth rest of the school year. <b>Jenn Fisher and Kimberly Montague</b>
Puget Sound ESD Outreach Panel Discussion	Puget Sound Educational Service District (ESD) #121 is one of nine regional educational agencies that service school districts and state-approved private schools in Washington State. They are a fantastic resource for outreach advocacy. Come hear the panel discuss their outreach work and how they can help you achieve your outreach goals. <b>Ahn Lee Horn and Molly Schladetzky</b>
Pieces of the Community Puzzle	How do we all fit together for the benefit of all of our kids? Hear from our education partners as they discuss ways to reach out and build strategic partnerships in your community. They will share ideas of what works, what doesn't, and how to improve relationships. Fostering these partnerships within your school community is key to maximizing our resources in these times of budget cuts. Our panel guests include a superintendent, teacher, school board member, and foundation member. <b>Jennifer McLellan and Kim Lisk</b>
<b>Session 2</b>	<b>11:15am - 12:15pm - in Humanities Building</b> <b>*Visit the Outreach Fair and/or attend a roundtable</b>
Outreach Events from Region 2 Cultural Events Roundtable	Come hear about successful Outreach Events being conducted at local units across our region. Learn what has worked for others and share your own experiences. This is a great chance to network with experienced outreach chairs and get ideas for your own program. <b>Ahn Lee Horn</b>
Elementary Roundtable	This is a wonderful opportunity to share ideas to find out what other elementary schools are doing in their PTAs. <b>Molly Schladetzky and Kelly Silver</b>
Middle School/Jr. High School	This is a wonderful opportunity to share ideas and find out what other middle school/junior high schools are doing in their PTAs. <b>Kimberly Montague and Sarah Stone</b>
Freshman Fears, Funding and Finding Volunteers: A High School Roundtable	Is Grad Night making you crazy? Getting ready for Freshman Orientation? Worried about fundraising? What about finding volunteers for the art show? Bring your problems, your ideas, and yourself to a rousing discussion of everything high school. Topics discussed will depend on you! <b>Kim Lisk and Liz Piekarczyk</b>
Leadership Roundtable	Take your leadership to the next level; renew your energy level and commitment to your PTA in this new roundtable session! <b>Janine Kotan and Jennifer McLellan</b>
Advocacy/Legislation Roundtable	Share and brainstorm with other advocates on ways to inform and motivate members about advocacy issues as well as discuss the best ways to make sure our legislators are hearing from parents. Make sure our messages are being clearly communicated. This is also a good chance to ask questions and receive advice about any issue you may have had involving advocacy and PTA. <b>Cathy Renner and Toby Suhm</b>
Finding the Solutions Roundtable	Working through issues and problems in your PTA? Who can help? Bring us your problems/solutions and we can share/help and educate each other. <b>Caroline Brown and Jenn Fisher</b>
<b>Special Session</b>	<b>9:30am - 12:30pm PTA &amp; the Law - in Humanities Building</b> <b>Heather Gillette and Linda Hansen</b>
<b>Outreach Fair</b>	<b>9:30am - 12:30pm - in Campus Center</b>



## WSPTA Region 2 Mid-Year Conference Registration

**Conference Date:** Saturday, February 11, 2012 • 8:30-12:30pm

Overlake School • 20301 NE 108th Street • Redmond, WA 98053



**ALL REGISTRATIONS ARE ONLINE ONLY FOR THIS CONFERENCE  
NO MAIL-IN REGISTRATIONS**

**Register online by going to: <http://region2spring12.eventbrite.com>**



**Conference Fee:** Advance Registration: \$45.00 per local unit.  
Registrations submitted after February 9th & at the door: \$70.00 per unit.

• When registering online, please be prepared to indicate the number of people from your unit attending as well as which class each person is planning to attend. (See handy list below for reference).



• PTA and the Law class size will be restricted due to space constraints. First-served will be those units who have not yet completed this requirement. Others will be included on a first come, first-served basis.



**Questions? Please email Kimberly Montague at [mkmontague@hotmail.com](mailto:mkmontague@hotmail.com)**

Session 1	Number of Attendees	Session 2	Number of Attendees
Nominating Committee Training		Outreach Events from Region 2	
Local Unit Awards - It's not too late!		Elementary Roundtable	
Advocacy Now		Middle School/Jr. High Roundtable	
Show me the money! Mid-year financials		Freshman Fears/High School Roundtable	
Next Year Now - Next year will be perfect!		Leadership Roundtable	
Puget Sound ESD Outreach Panel		Advocacy/Legislation Roundtable	
Pieces of the Community Puzzle		Finding the Solutions Roundtable	
PTA and the Law		Outreach Fair	

### R E G I O N 2 C A L E N D A R

- January 18th, 2012 Reflections Entries due to WSPTA Reflections Chair (postmarked by date)
- February 11th, 2012 Region 2 Mid-Year Conference, Overlake School, Redmond
- February 20, 2012 Focus Day in Olympia, Urban Onion
- March 1, 2012 Applications for State Awards Due (postmarked by date)
- March 10, 2012 3rd Annual Washington State PTA Emerging Minority Leaders Conference, Renton
- May 4-6, 2012 99th Annual WSPTA Convention, SeaTac Doubletree Hotel