Parents’ Club of Stanford University  
Recording Secretary Report 2015-16

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1. During my term, I attended and took minutes at six Board Meetings and eight General Meetings. There was no January General Meeting. Anne Williams recorded the February 2016 General Meeting minutes, on my behalf. Ramona Marie Varella took the June final Board Meeting minutes in my absence.

2. In advance of Board Meetings and General Meetings, I prepared and printed sign-in sheets with the meeting date. I have included a sample of the sign-in sheets for these two types of meetings.

3. In advance of Board Meetings and General Meetings, I used the agenda emailed to me in advance by the President of the Board to create a Word document outline on my laptop to use to take minutes. A sample template of a Board outline is attached. While it is not required that the Recording Secretary use a laptop to take minutes, it seems to facilitate the process.

4. Before any action is taken at a Board meeting, I make sure that there is a quorum of members available to vote. At the present time, a quorum consists of six Board members. At each Board or General meeting, I circulated a sign up sheet that I created and incorporated the list of attendees into the minutes. After each meeting, I prepared a draft of the minutes. I incorporated into the minutes the lists of volunteers who worked on various events and activities on behalf of the Club. I also included pertinent highlights of the on-campus delivery report prepared by the 2015-2016 Delivery Chair, Nancy Franich, including the list of volunteers who helped with deliveries that month. Nancy Franich emailed me this information in advance of the Board Meeting. This year, the President requested that I include a short summary at the end of the General Meeting minutes of the presentations made by outside speakers at several meetings, and I have done this. It was helpful to do some basic research on the speaker to include (with appropriate attribution) in the minutes. I also always made sure to check the spelling of member names against the master list of members provided at the beginning of the year by the VP of Membership.

5. When I was satisfied that I had a complete and accurate draft of the Board Meeting and General Meeting minutes, I emailed these draft minutes to the President for review and comment. Then I edited/corrected any items, re-issued the documents, and emailed them back to the President who then sent the minutes to Board Members or the General Membership, as appropriate. I maintained a binder with all finalized minutes and other
pertinent documents, including financial reports that were handed out at each meeting. I also maintained the binder identified as “Corporate Records.”

6. The Recording Secretary is charged with running the election for the new Board Members in April of each year. This year, I created a Google Form to facilitate online proxy voting, which can be found here: https://docs.google.com/forms/d/1exueXykCZQeUSv5BtaMtzDXEg2Q0qRT9oh-g0vwok6E/closedform?pli=1

This proxy voting form can be updated each year with a new proposed Board slate and updated details and dates. I wrote an email with an embedded link to that voting proxy. See below for the wording of the 2015-2016 email. The President was responsible for sending this email with the proxy link to all people who were Parents’ Club members as of February 1, 2016. I also prepared a paper ballot that was available at the April General meeting for members who preferred to vote that way and not use the online proxy voting form. I informed the President-elect of the required wording for an announcement at the March, 2016 General Meeting about the sequence of voting, including the language we must use to assure that the election takes place in accordance with the Bylaws. I have included copies of the proxy voting form and the paper ballot.

7. In June, following the election of new officers, the Recording Secretary is usually tasked to prepare a document identifying modifications to the list of Parents’ Club members who serve as signatories, password holders and account managers associated with our current bank, PayPal, Gmail, Post Office, Google Group and web accounts. This year, there was no change, and so I did not alter this document.

8. Although I have a budget of $20, I did not incur any expenses or use any of the money I do not recommend a change to the budget.

SAMPLE DOCUMENTS FROM 2015-2016:

NOTICE OF ANNUAL MEETING ELECTION OF DIRECTORS FOR 2016-2017

Parents’ Club of Stanford University
Notice of Annual Meeting
Election of Directors for 2016-2017

WE NEED YOUR VOTE!
Your participation in the election of the 2016-2017 Stanford Parents’ Club Board is important to the Club. We know that not everyone will be able to attend the Annual
Members Meeting on April 12, 2016 on campus; therefore, you may vote by proxy* without attending the meeting by clicking on this link: MY PROXY VOTE.

It’s easy to vote and will take less than a minute. Our bylaws require that a quorum be reached for the vote to be official and we really count on your participation. We must receive your vote by Midnight Pacific Time, April 11, 2016.

*Your vote via the proxy method described above will constitute your appointment of Ramona Marie Varella, President Elect, and Nancy Redmond, Recording Secretary, each of them, as your proxies to cast your vote as you have designated. You may change your vote by contacting Nancy Redmond care of nancysherlockredmond@gmail.com by the deadline.

Thank you in advance for your participation. If you would prefer to vote at the Parents’ Club General Meeting on April 12, 2016, we will have paper ballots available there.

The slate of officers who have been nominated to fill the eleven Director positions on our 2016-2017 Board is:

President: Erin Pashelinsky
President-Elect: Ramona Marie Varella
Recording Secretary: Elisa Mullings
Financial Secretary: Carla Matlin
VP of Membership: May Sheng
VP of Volunteers: Sheri Blaisdell
VP of Programs: Vacancy
Treasurer: Dianne Willoughby
Historian: Rita Patel
Scholarship Chair: Kathleen Anderson
Corresponding Secretary: Kay Bushnell

THANK YOU!
The Parents’ Club of Stanford University

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Election Procedure for installment of 2016-2017 Board done at the Annual Meeting

1. President of the Board

Announces at beginning of meeting “this meeting is official annual meeting of Parents’ Club of Stanford University. This meeting is required by our bylaws and supports our status as a nonprofit 501(3)c.

2. President-Elect
• Reviews names on ballot.

• Reminds all that ballots were emailed and ask if there is anyone present who would like to have a paper ballot. (pass out paper ballot if needed)

• Asks Recording Secretary what are the results of the emailed ballot.

   3. Recording Secretary
   • Reports number of ballots received and vote totals.

   4. President
   Asks Membership VP if this number is equal to or greater than 5% of our total membership as of Feb 1.

   5. President-Elect
   Announces voting is complete and newly elected officers will be installed at the June Luncheon and take over July 1 for the 2016-2017 year.