

Duanesburg Community Parent Teacher Association

General Membership Meeting Agenda

Date/Time: August 14, 2025

Place: Duanesburg High School, Joe Bena Auditorium, 6:30pm

Type of Meeting: General Membership Meeting

I. Call to Order

II. Approval of Minutes

- a. [July 10, 2025 Executive Committee Meeting Minutes](#)

III. Officer Reports

- a. Recording Secretary - Vacant - recsecretary@dcpta.org
 - i. No report
- b. Correspondence Secretary - Yvonne Keller Baker - corsecretary@dcpta.org
 - i. Email: Introduction on Social Media
- c. Treasurer – Emily Denny treasurer@dcpta.org
 - i. Treasurers report (not present)
- d. Vice President – Samantha Spor - vicepresident@dcpta.org
 - i. newsletter
- e. 2nd Vice President – Mary-Clare Waltz - 2ndvicepresident@dcpta.org
 - i. No report
- f. President - Margaret Rivenburg - president@dcpta.org
 - i. Review of protocol for meetings

IV. Standing Committee Reports

- a. Activities – Laura Iseman - activities@dcpta.org
 - i. Membership kick-off
- b. Student Banking - Vacant - banking@dcpta.org
 - i. No report
- c. Fundraising – Kerry Utstein- fundraising@dcpta.org
 - i. Donation letters going out
 - ii. Certificates of Appreciation being handed out
- d. Membership - Vacant membership@dcpta.org
 - i. Open houses
 - ii. Membership table at Homecoming (10/4)
- e. Academics - Melissa Peterson - academics@dcpta.org
 - i. No report
- f. Bylaws - Vacant (pending) - bylaws@dcpta.org
 - i. No report
- g. Grants – Larnice Tetreault - grants@dcpta.org

- i. No report
- h. Student Liaison - *Lucy Spor* - studentliaison@dcpta.org
 - i. No report
- i. Webmaster - *Samantha Spor* - info@dcpta.org
 - i. No report

V. Special Committee Reports

- a. Zombie Run/Halloween Bash Committee forming

VI. Old/Unfinished Business

- a. None

VII. New Business

- a. Prizes

VIII. Announcements

IX. Adjournment