

SUFFOLK-BY-THE-SEA WORKSHOPS

Session “A”- 9:00AM - 10:15AM

1. **Social Media in the PTA**: Social media can help units reach and engage members. Join us for an interactive discussion as we explore the tools, topics, responsibilities pros and cons of using social media. *Presented by Wendy Natalone, Suffolk Region PTA*
2. **Membership Basics and Beyond**: New to MemberHub or need a refresher course? The Membership workshop will help you to navigate the MemberHub dashboard, create stores, etc. Learn ways to engage and grow your membership and to navigate PTA membership in the post pandemic. *Presented by Maria Sanders, Suffolk Region PTA*
3. **Nominations and Elections- It’s a Mystery to Me**: The nominating committee is one of the most important and deliberative bodies in your PTA. Explore the proper procedures for electing the nominating committee, what their role is and the proper way to run an election. When done correctly, it will lead to transparency and a better relationship between your PTA officers and membership. *Presented by Jackie Wilson, Suffolk Region PTA, and New York State PTA*
4. **Conflict and Resolutions**: Come learn some strategies on dealing with dealing with difficult people and conflicts and how to resolve situations in your PTA. *Presented by Lori Fontana, Suffolk Region Director*
5. **Bylaws and Procedures- Why do we need them?**: Bylaws are the bookends that hold your unit together-from leadership positions, to your membership dues, to your voting rights. Without these structures in place, you cannot function as a whole. Join us for an overview of the Bylaws process. Procedures can help your unit or council run more effectively and efficiently. This workshop will help units and councils with the process of developing procedures, updating existing bylaws. *Presented Joan Wabnik, Suffolk Region PTA, and New York State PTA*
6. **Exploring the NYS PTA Resource Guide**: We will take a walk through the NYS PTA Resource Guide, highlighting important areas such as the “PTA Board”, “Finance and Insurance,” “Bylaws and Procedures” and “Advocacy.” This workshop will help members to become more informed leaders and advocates in their units. Bring your questions! *Presented by Gerri Coleman-Odom, Suffolk Region PTA*

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Session “B”- 10:30AM - 12:00PM

1. **Long Island Against Domestic Violence**: This workshop will focus on how parents can support their children, what 'dating' looks like in teens and young adults, and how parents cannot hold themselves responsible to be therapists themselves and have all the answers. Come learn the statistics and how we can help our students and our communities by getting the word out. *Presented by Jenn Capezza, Associate Director, LIADV*
2. **Parliamentary Procedures- Why should we have to be so formal?**: We often hear that everyone is just a volunteer, and no one cares if we “do it by the book”. That is until someone questions what or how something got done. We will explore how the proper use of basic parliamentary procedure can prevent these situations. Bring your questions- they will be addressed. *Presented by Susan Lipman, Parliamentarian, Suffolk Region PTA*
3. **You are a 501(C)3 Tax Exempt Organization**: What does this mean? How do you maintain your status? What do you do if it is revoked? This workshop will cover why we are tax exempt, and what we are required to do to maintain our exempt status. We will also explain why it can be revoked and how we can be reinstated. *Presented by Vicki Algieri, Suffolk Region PTA*
4. **Reflections**: “Show Your Voice” Learn about the National PTA Reflections Program and how it can highlight the many talents of your students. If your school has never participated in the Reflections Program, this workshop is for you. We will walk you through from start to finish, how to run your program. *Presented by Sherry McKittrick, Suffolk Region PTA*
5. **Special Education (SEPTA) Roundtable**: This is an interactive discussion and the sharing of ideas, concerns and strategies and networking tools for parents. Come participate in brainstorming with other SEPTA members on effective communication techniques, how to increase parent engagement, what works for your membership, what resources are available and much more. *Presented by Tina Shek, Suffolk Region PTA, and NYS PTA*

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Session “C”- 1:15PM - 2:30PM

1. **Diversity, Equity, and Inclusion:** What is diversity? What is Inclusion? What is Equity? Are we welcoming everyone in our PTA? Are we being diverse, inclusive, and equitable? Learn what these mean and applying them to your PTA. *Presented by Gerri Coleman-Odom, Suffolk Region PTA and Sherry McKittrick, Suffolk Region PTA*
2. **Drug Prevention Strategies and Resources:** Learn the risk factors that are facing our youth and communities. What are the resources available for prevention through rehabilitation and beyond? Is there a role for PTA and community to play in minimizing these risk factors? *Presented by Marcella Nicotra, LCSW, CASAC*
3. **What is Advocacy and how can PTA play a part?:** Learn about the Suffolk Region PTA Advocacy Team. Hear the highlights surrounding the different topics of Advocacy. Bring your questions for an interactive workshop. *Presented by Gerry Bringmann, Suffolk Region PTA*
4. **Finding Time for PTA:** We are all volunteers and divide our time between family, working outside the home, and PTA. Learn strategies to make the most of your time to run your board effectively. *Presented by Joan Wabnik, Suffolk Region PTA, and NYS PTA*
5. **Common (and some Uncommon) Problems/Issues and how to Avoid Them:** So many issues could be avoided if basic steps are taken to ensure that units work within their bylaws, procedures and utilize the NYSPTA Resource Guide and the other resources available. Real life examples will be given. *Presented by Lori Fontana, Suffolk Region Director*
6. **Creating a Budget and How to do an Audit:** This informative interactive workshop will walk you through the steps of creating a budget, monthly bank reconciliations and how to do the end of the year audit. *Presented by Vicki Algieri, Suffolk Region PTA*

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Session “D”- 2:45PM - 4:00PM

1. **Ethical Leadership**: What is Ethical Leadership? How does it affect your PTA and the future of your membership? Come learn how to lead effectively and foster new leaders. *Presented by Lori Fontana, Suffolk Region Director*
2. **Awards and Scholarships**: It is important to acknowledge and thank your PTA volunteers, staff, students, and community members. Learn about the many awards, recognitions and grants available for your PTAs to apply for through Suffolk Region, NYS PTA and National PTA. Find out ways to recognize these individuals and groups. Also learn about some of the scholarships that are available for graduating seniors, who and when to apply. *Presented by Erin Primm, Suffolk Region PTA*
3. **PTA Resolution Basics**: Come and learn to advocate and gain insight on what is a resolution and how do I write one. Resolution is a statement on an issue, concern or problem that can establish a PTA position. Is there an issue that you would like to see the PTA address? This workshop will guide you through the process. *Presented by Tina Shek, Suffolk Region PTA, and NYS PTA*
4. **Fundraising for a Not-for-Profit Organization**: Tried of the regular fundraisers that we do every year? Looking for more new and interesting fundraising ideas? Come explore new ideas, network, and learn about grants and sponsorships. *Presented by Wendy Natalone, Suffolk Region PTA and Gerri Coleman-Odom, Suffolk Region PTA*