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March 26, 2020 Update from Mr. Sergio Chavez, Arizona PTA President regarding Covid-19

March 26, 2020

Dear Arizona PTA Leaders and Members,

We at Arizona PTA want you to know we are working hard behind the scenes to keep information going out to you and your unit as soon as we can to help you navigate the every-changing situation with the Covid-10 pandemic.

Arizona PTA has launched a new page on our website to house information and links to help you navigate Covid-19. Please visit this page to get up-to-date information at any time! <http://www.azpta.org/covid-19>

The Arizona PTA Board of Managers met virtually and unanimously voted to allow for Arizona PTA President, Mr. Chavez to convene a special committee on Covid-19. The Board of Managers and the Covid-19 Committee held an emergency vote and voted to give Mr Chavez emergency powers based on the Non-Profit Corporation Revised Statutes to suspend only the part in the Arizona PTA Bylaws which requires in-person meetings for executive boards.

This vote will allow for local unit leaders to meet as an executive board/committee virtually or over the phone during school closures due to Covid-19.

What this means:

As of right now we at Arizona PTA have voted to allow your Executive Board/Executive Committee (your officers) to meet virtually as needed.

What you need to know:

In accordance with the Arizona PTA Bylaws and Local Unit Bylaws your elected and appointed officers can meet virtually to continue business as a PTA in order to keep everyone safe and adhering to guidelines of social distancing.

How do we do this:

Use an online platform like Zoom, Go To Meeting or even FaceTime or Facebook Video Chat for online and phone meetings to hold votes on video. Or use a platform like Google Hangouts to assist your President in making sure each vote is counted and to help your Secretary with minute-taking.

What changes:

Right now, please make sure meetings are held the same as they would be if you were in person - have official minutes taken, allow for votes to be by voice or hand raising, allow time for discussion and note taking. Make sure to provide time for your officers to connect and schedule meetings. Keep in mind schedules of those who are working from home and of course doing distance learning with school-aged children. Be patient and be PTA-Flexible!

What this doesn't mean:

Arizona PTA is monitoring the closures of schools in Arizona. As of now General Meetings are **NOT ALLOWED** to happen virtually - the Arizona PTA Bylaws still require in person meetings for General Membership. This means your executive board should postpone any scheduled general meetings including elections and simply hold executive meetings as needed to make decisions about scheduled events, virtual spirit weeks, etc. Your executive board can NOT change your budget or reallocate funds; your executive board cannot create new fundraisers. However, your executive board can reach out to vendors and event coordinators and cancel events, postpone fundraisers, seek refunds or assistance as needed, etc.

As things change with school closures we will send out more information regarding nominations and elections meetings and end of year information as needed.

Next steps:

- *Meet as an executive board virtually and decide what business needs to be done and then let your members know of any closures, cancellations, postponements, etc.
- *Get in touch with your Admin and/or School Board and see what information you can share with your members to help them during this time.
- *Review your budget as a board and decide what things might need to be addressed or changed due to cancelled events, closures. Remember you cannot make changes but you should review how this closure may affect your yearly budget.
- *Review the upcoming openings on your board for next year and share this with your membership so others can think about running for elections when the time comes.
- *Make a few contingency plans but remain flexible - what will change if school opens in a few weeks or is closed for the rest of the year?
- *Continue to share information on your social media channels regarding food resources and online/distance learning offered by your schools.
- *Take time to be with family and loved ones! PTA is an important piece of your community but we are all volunteers and we need to take care of ourselves and our loved ones too!

We are here to help!

If you need guidance or help with any of this please reach out to Arizona PTA! Our office remains closed but we can be reached by emailing any of the officers listed on our website or emailing office@azpta.org.

Arizona Governor Doug Ducey has announced a new website with up to date information

for all Arizonans: <https://arizonatogether.org/>

National PTA has announced a new website with up to date information for PTA leaders and members with resources and links for all families: <https://www.pta.org/home/family-resources/coronavirus-information>

On behalf of the entire Arizona PTA Board of Managers, thank you for your dedication and hard work on behalf of the children of Arizona.

Sergio Chavez

A handwritten signature in black ink, appearing to read 'Sergio Chavez', with a stylized, cursive script.

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