Board of Directors (BOD) Meeting (Quorum 7)
Who: First District PTA Officers
When: Second Monday of the month (subject to change due to holidays)
Time: 9:30 AM
Where: First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

District Board Meeting (Quorum 19)
Who: Council Presidents or designated representative from the Council board
Out-of-Council (OOC) Unit Presidents or designated representative from the OOC Unit board
First District PTA Officers and Chairs of Standing Committees
Immediate Past First District PTA President (unless elected or appointed to another office)
All California State PTA and National PTA officers and chairs residing in the district.
A courtesy seat may be granted to other council & unit leaders or guests with prior approval from the First District PTA President

When: Fourth Monday of the month (EXCEPTIONS – special events/conflicts - please check for specific dates)
Time: 9:00 AM Presidents’ Round Table, 10:00 AM District Board Meeting begins OR 6:00 PM Presidents’ Round Table, 7:00 PM District Board Meeting begins – ALL Presidents and/or representatives attend; Presidents’ Round Table occurs in months of September, November, January and March
Where: Unless otherwise noted, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101 (pending contract approval)

District Association Meeting (Quorum 56, representing 19 associations)
Who: All Unit Presidents or their alternate PLUS one (1) delegate or their alternate from each association, selected by the association prior to the first meeting of the district
All Council Presidents or their alternate
Immediate Past First District PTA President (unless elected or appointed to another office)
First District Officers and Chairs of Standing Committees
All California State PTA and National PTA officers and Chairs residing in the district
A courtesy seat may be granted to other Council & Unit leaders or guests with prior approval from the First District PTA President

When: August, December, February (Annual Meeting), April (Awards)
Time: Daytime: 9:00 AM – 12:30 PM; Evening: 6:00 PM – 9:00 PM (times are approximate)

Special Events
October * Superintendents & Administrators Conference – Monday, October 30, 2023, Covina-Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723
December Annual Holiday Luncheon – Monday, December 4, 2024, 9:00 AM-1:00 PM, Sheraton Fairplex Hotel & Conference Center, 601 W McKinley Ave, Pomona, CA 91768
February Reflections Arts Program Reception/First District Awardees – Saturday, February 3, 2024, TBD
June District Leadership Conference – Saturday, June 8, 2024, Edgewood High School, 1625 W Durness St, West Covina, CA 91790

Due Dates and Deadlines
Dates listed on the calendar are DUE DATES TO FIRST DISTRICT PTA OFFICE (except where noted, i.e., DUE at the State PTA office).
These dates are FINAL to allow time for First District PTA to process information & remittances and to forward through channels to meet State PTA deadlines.

Please note that items must be received in the District office prior to noon of the DUE DATE.

First District President’s Theme: “One for All Children”
First District Membership Theme: “The Path to Sweet Adventure - Celebrating Our Commit’mint’ to Membership Growth”
District Membership Challenge: “Yes, You Can-dy!”
State PTA Membership Theme: Available 8/21/23
State PTA Membership Unit Challenge: Available 8/21/23
National PTA 2023 - 2024 Reflections Theme: “I Am Hopeful Because…”

July
1  Annual Membership Campaign begins 2023-2024
1-9  District Office closed
10  District Office reopens virtually and by appointment

August
14  **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
14* District Board Meeting - 6:30 PM; via Zoom
16  First District Reflections Training 6 PM - 8 PM via Zoom for Council and Unit leaders
17-19  California State PTA Summer Board of Managers Meeting - Hilton Arden West, Sacramento, CA 95815-3306
21  Out-of-Council President Orientation – 6:30 PM, Via Zoom
28  **District Association Meeting with Family Engagement Focus** – Check-in 9:00 AM; Meeting begins at 9:30 AM; Covina Valley District Field, Hanes Center, 220 W. Puente Street, Covina, CA 91723
**DISTRICT Business:** Adopt Master Calendar, Budget, Annual Financial Report and YE Financial Review; Approve Contracts & Financial Reports; Ratify Presidential Appointments
Due:  
- **Membership per capita (due monthly)**
- Council and Unit Annual Financial Reports, YE Financial Reviews (Fiscal YE 5/31)
- Council and Unit 2023 - 2024 Budgets

September
4  District PTA Office Closed -- Labor Day
11  **BOD Meeting** – 9:30 AM; First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
13  First District PTA Reflections Training 6 PM - 8 PM via Zoom for Unit and Council leaders via Zoom
25  **District Board Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting, Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
Due:  
- **Membership per capita (due monthly)**
- Council and Unit Annual Financial Reports, YE Financial Reviews (FYE 6/30)
- Council and Unit 2023 - 2024 Budgets
- Council/OOC Presidents’ Quarterly Reports

October
1  Due to California State PTA:
First District PTA Master Calendar 2023 – 2024

2023 – 2024 Master Calendar

- Grant Apps – Cultural Arts, Outreach/Translation, Healthy Lifestyles, Parent Education
- Continuing Education Scholarship Apps – School Nurses, Credentialed Teachers, Counselors, and PTA Volunteers

Due to First District PTA - California State PTA Membership Challenge TBD

BOD Meeting – 9:30 AM; First District PTA Office

Due to First District PTA - California State PTA Membership Challenge - 30 members remitted to qualify for “Ready, Set, Remit”

District Board Meeting and Superintendent & Administrators Conference – Check-in 9:00 AM; District Board Meeting begins 9:30 AM; Conference begins at 11:00 AM; Covina-Valley District Field, Hanes Center, 220 West Puente Street, Covina, CA 91723

Due:  
- **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 5/31)
  - Council & Unit copies of state FTB Form 199N/199 (FYE 5/31)
  - Council & Unit copies of RRF-1 form & CT-TR-1 form, if applicable (FYE 5/31)

Due to California State PTA: “Ready, Set, Remit” membership challenge – Thirty (30) memberships due to California State PTA

2022 - 2023 PTA Membership Cards EXPIRE

**November**

1. 2023 - 2024 Membership Cards – PTA Board members at all levels must have a current card or not allowed to hold board office/position, debate, make motions, vote

1. Due to First District PTA - “Membership TBD”

Due to California State PTA - DRAFT Resolutions

13. BOD Meeting – 9:30 AM; First District PTA Office

14. Election Day – VOTE

14. Due to DISTRICT: Membership dues – 1st required remittance – minimum 15 members to be in good standing

16. -18 California State PTA Fall Board of Managers - DoubleTree Hilton, Ontario, CA 91764

27. District Board Meeting & Presidents’ Round Table – 6:00 PM President’s Round Table; 7:00 PM District Board Meeting begins, with Nomination & Elections Mini-training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

**Distribute:** District Commemorative Scholarship Forms

Due:  
- **Membership per capita (due monthly)**
  - Council & Unit copies of IRS 990N/990EZ/990 (FYE 6/30)
  - Council & Unit copies of state FTB form 199N/199 (FYE 6/30)
  - Council & Unit copies of RRF-1 form & CT-TR1 form, if applicable (FYE 6/30)

**December**

1. Due to DISTRICT - Virtual REFLECTIONS Entries and Forms via Google Docs

4*. Annual Holiday Luncheon and Association Meeting – 9:00 AM Check-in, 10:00 AM Meeting begins, 11:00 AM Luncheon begins, Sheraton Fairplex Hotel & Conference Center, 601 W Mckinley Ave, Pomona, CA 91768

**DISTRICT Business:** Approve Contracts & Financial Reports; Ratify Presidential Appointments

Due:  
- **Membership per capita (due monthly)**
  - Council/OOC Presidents’ Quarterly Report

11. BOD Meeting – Location TBD 9:30 AM

12. Due to DISTRICT - California State PTA Membership Challenge TBD - members remitted necessary to
January 2024

2 District Office Re-Opens (by Appointment) – Kick off Mid-Year Membership Campaign
5 Due to California State PTA: FINAL Resolutions (Requires council/district approval, cover letters & signatures)
8 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
15 **District Office Closed** – Martin Luther King Jr. Day
22-23 **California State PTA Legislation Conference** - Embassy Suites Riverfront, Sacramento, CA 95814
29* **District Board Meeting & President’s Round Table** – 6:00 PM Presidents’ Round Table; 7:00 PM District Board Meeting begins, with Financial Review Mini-Training; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
   Business: Adopt First District PTA Mid-Year Financial Review P.E. 12/31/2023
   Due:  • **Membership per capita (due monthly)**
   • Council/Unit Mid-Year Financial Reviews (FYE 5/31)
31 Due to State PTA: Workers’ Compensation Annual Payroll Reports and Estimated 5% Surcharge (1/5/2023 – 1/4/2024), if any

February

1 Due California State PTA: California State PTA Graduating High School Senior Scholarship applications
3 **First District PTA Reflections Reception** – 10:30AM - 12:00PM Location TBD
7-8 California State PTA Winter Board of Managers - Hilton Arden West, Sacramento, CA
12 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
17 National PTA Founders Day honoring the three PTA founders, past and present PTA leaders & volunteers
19 **District Office Closed - President’s Day**
21 Due to DISTRICT - California State PTA Membership Challenge **“TBA”**
26 **District Association Annual Meeting & Founders Day** – Check-in 9:00 AM; Meeting begins 9:30 AM; Covina Valley School District Hanes Center, 220 W. Puente St, Covina, CA 91723
   Business: Elect district voting delegates to California State PTA Convention; Select National PTA Convention district delegates; Adopt mid-year Financial Review; Approve Contracts & Financial Reports
   Program: Celebrate Founders Day
   Due:  • **Membership per capita (due monthly)**
   • Council/OOC Presidents’ Quarterly Report
   • Council/Unit Mid-Year Financial Reviews (FYE 6/30)
   • Founders Day Freewill Offerings (units & councils remit forwarded funds)

March

1 Phoebe Apperson Hearst Innovation in Family Engagement Award applications due to National PTA
11 **BOD Meeting** – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801
12-13* National PTA Legislation Conference - Alexandria, VA
15 **Honorary Service Award Nominations DUE** to First District PTA
25 **District Board Meeting & President’s Round Table** – 9:00 AM Presidents’ Round Table; 10:00 AM District Board Meeting begins, with Board Transition Mini-training; Committee Meetings follow as necessary; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101
   Due:  • **Membership per capita (due monthly)**
• CAPTA Membership Challenge “TBD” - members remitted necessary to qualify
• Founders Day Freewill Offerings (units & councils remit forwarded funds)
• District Commemorative Senior Scholarship Applications from Council PTAs

April
1
Due: Final Membership per capita remittance to qualify for DISTRICT membership awards

8*
BOD Meeting – 9:00 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

Determine Commemorative Scholarship recipients

22
District Association Meeting and Membership Awards – location TBD

Announce and Present: Commemorative Senior Scholarship Awards
Honorary Service Awards

Due:
• Membership per capita (due monthly)
• Founders Day Freewill Offerings (units & councils remit forwarded funds)
• Registrations for June District Leadership Training Conference
• Annual Historian Report and Hours (Councils/Units, District Officers/Chairs)
• Council/OOC Presidents’ Quarterly Report
• 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact

27
Due to DISTRICT - CAPTA Membership Challenge “TBD” - members remitted necessary to qualify

May
1
Due: 2024–2025 council and unit roster information input in MyPTEZ Officer/Board Member Contact

2
California State PTA Spring Board of Managers – Doubletree Hotel, Ontario, CA

3-5
California State PTA Convention - Doubletree Hotel, Ontario, CA

13
BOD Meeting – 9:30 AM, First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

20
District Board Meeting – 6 PM District Board Meeting begins; Pasadena Heritage Blinn House, 160 N Oakland Avenue, Pasadena, CA 91101

Due:
• Membership per capita (due monthly)
• Final Founders Day Freewill Offerings (units & councils remit forwarded funds)
• Payment/Registrations for June District Leadership Training Conference

27
District Office closed - Memorial Day Observed

June
8
District Leadership Training Conference – 7:00 AM - 3:00 PM; Edgewood High School, 1625 W Durness St, West Covina, CA 91790

10
BOD Meeting – 9:30 AM First District PTA Office, 309 S. 3rd Street, Alhambra, CA 91801

13
Due: FINAL Membership Dues Per Capita for fiscal year 2023-2024

27-30
National PTA Virtual Convention

30
Fiscal Year-End

Due to California State PTA: Final membership per capita for 2023-2024

* = Change - not 2nd or 4th Monday