



## **TJ PTSA EC Meeting Minutes**

11/18/2021 at 7pm - 9pm

### **Attendees:**

**Executive Committees:** President Yvette Rivers, First VP Li Yang, Second VP Jun Wang, Treasurer Himanshu Verma, Corresponding Secretary Hanning Chen, Secretary Laura Marschoun

**Others:** Parliamentarian Mr. Steven Berke, VA PTA Support Team consisting of Ms. Debbie Kilpatrick, Ms. Pam Croom, Ms. Jenna Alexander, Mr. Jason Morgan and Mr. Hamid Munir

**Location:** Google Meet: <https://meet.google.com/apn-nhps-pdz>

### **Agenda**

1. Call Meeting to Order
2. Budget Approval Planning
3. Committee Chairs
  - a. Filling Vacancies
  - b. EC Reps
  - c. Any Other Changes?
    - i. Move back ANGP as a committee
4. Proposed Process for President Elect Election and/or Bylaws Committee
5. Domain Registration/Web Hosting Administration
6. Plan for Executive Board Meeting
7. Family Engagement Working Session Request
8. Other Unfinished Business
9. New Business
10. Adjournment

### **Call Meeting to Order**

- A quorum was determined to be present and the president called the meeting to order (@7:02).

- The president shared the agenda, thanked officers for providing input to the agenda in advance, and noted that any additional items could be considered under the “Other Unfinished Business” and “New Business” agenda items.
- To accommodate the initial delay of the Treasurer, the Budget Approval Planning agenda item was moved to after the Committee Chairs agenda item.

## **Committee Chairs**

### ***Filing Vacancies***

- The president noted the two committee chair vacancies and proposed to have EC members nominate a candidate from the applicants who have indicated willingness to serve as chair. If there are more than one candidate for a single position, the EC would do a simple majority vote.
- The corresponding secretary agreed to the process and nobody else objected.

#### Diversity Committee Chair

- After brief discussion, the (recording) secretary moved to appoint Michele Hyde to be the chair for the Diversity Committee. The corresponding secretary seconded it.
- Unanimous approval

#### Academic Support Committee Chair

- First and Second VPs gave overview of the scope and the usual events of this committee.
- The first VP nominated Haiyan Richter and stated her qualifications,
- The corresponding secretary nominated Qingyin Lu and stated her qualifications,
- The second VP nominated Eric Chen and stated his qualifications.
- Votes were taken and Haiyan Richter received votes from first vp, recording secretary and president. Qingyin Li received votes from the second vp and corresponding secretary. The treasurer abstained.
- Haiyan Richter was appointed as the chair of the Academic Support Committee,

## EC Reps to the Committees

The committee discussed and decided on the following EC reps for each of the TJ PTSA committees:

- ASC -- The president
- COC - The corresponding secretary
- DvC - The secretary

- FEC - The second VP
- ANGP - The first VP

Discussion to re-establish the ANGP to the committee level.

- Historically ANGP is the “more-autonomous” committee within PTSA and has its own bookkeeping recording processes. The PTSA treasurer still is the sole authority to receive and disburse funds; however, ANGP runs its own fundraising events and its revenues are set aside for ANGP purposes.
- However since ANGP is using the same EIN, the PTSA is ultimately responsible for its activities and care must be taken to ensure compliance with the IRS and for insurance purposes.
- The president indicated that she will follow up regarding ANGP processes.
- Mr. Munir, the District PTA Director, offered to have an off-line conversation regarding how other PTSA organize their ANGP committees.

### **Budget Approval Planning**

- The president noted that the treasurer had shared the most recent budget revision in progress with her and asked her to reach out to committee chairs to validate final budgeted amounts. This will be done the week after Thanksgiving.
- The group discussed options for obtaining general membership review and approval to adopt the revised budget. The primary options considered included either calling for a Special General Membership meeting in December, waiting until the next scheduled General Membership meeting in January, or having an electronic vote by the general membership.
- The group discussed the importance of providing the proposed revised budget well in advance of the vote to allow members sufficient time to review and make an informed vote.
- The group discussed the uncertainty surrounding changing the membership fees and how that would impact the revised budget. Ideas discussed included possibility of a bylaws committee to discuss the membership fee structure. The VA PTA SOA team indicated that an effort to change the membership fee structure would go into effect during the next school year, because of the burden of having to refund fees this year.
- The group discussed the idea of having Committee Chairs take ownership of their budget areas of responsibility and present the budget for their areas at the next general membership meeting.
- The Treasurer agreed to send the Executive Committee a report of actuals to date.
- The group discussed the need to give members 30-day notice before the vote to change membership fee structures.
- It was agreed that the budget was adopted during the Sept 9 GM Meeting and the amended budget can be presented and ratified at the next general membership meeting.

- Votes were taken to select when to present the revised budget for membership approval:
  - Treasurer voted for Virtual Special GM Meeting in December
  - First VP, Second VP, Corresponding Secretary, and the President voted to wait until the in-person already-scheduled GM Meeting in January 2022
  - The recording secretary abstained

### **Proposed Process for President Elect Election and/or Bylaws Committee**

- The group discussed possible approaches for addressing the vacancy of the President Elect position, as well as the question of what needs to be done related to the bylaws.
- The president noted her understanding that the Executive Committee has a responsibility to do one of two things related to the President Elect position: Either 1) Initiate an election process to elect a President Elect at the next General Membership meeting (because that part of the 2019 Bylaws still applies to us for now) or initiate a process for the General Membership to consider whether or not the TJ PTSA will continue to have a President Elect through the 2023 school year.
- The president noted her understanding that although the VA PTA uniform bylaws apply to us, they also do continue to allow a President Elect position through election year 2023, and because our 2019 bylaws include a president elect position, the only way we cannot fill the position is if the General Membership votes to no longer have it.
- The group discussed these options including input received from members to fill the President Elect position during the regular election in May/June 2022; however this would be beyond the 2023 school year restriction from the Virginia PTA.
- The group also discussed how the bylaws process affects the question of filling the President Elect position. The president noted her understanding that the VA PTA uniform bylaws went into effect for all local units including TJ PTSA this past July, and that these bylaws automatically were in effect for TJ PTSA at that time and no vote of the membership was or is necessary to adopt them. At the same time, VA PTA changed the process for local units to update bylaws. Instead of local units changing their own bylaws, the uniform bylaws are in effect, and all local units need to do is to submit a completed Organizational Structure Form, which has all the parts of the Bylaws where our membership has a choice. Our form was submitted the week prior and that includes answers that come from what was decided from the bylaws membership most recently approved (which was in 2019). As a result, the bylaws that apply to us now are the VA PTA's uniform bylaws, combined with our completed Organizational Structure Form. The VA PTA SOA confirmed that the president's understanding was correct.
- The corresponding secretary proposed to ask the members to adopt the new uniform bylaws. The president reiterated that the members do not need to vote to adopt the new uniform bylaws if there are no changes to the information presented on the Local Unit Organizational Structure form.
- The parliamentarian proposed his addendum language to the 2021 uniform byways. The VA PTA SOA stated that the VA PTA Board of Directors are the sole authoritative of

the Bylaws of the Association and that local units are not allowed to adopt addendums; Instead they may adopt standing rules.

Votes were taken on how to proceed to address the vacancy of the President Elect position.

- First VP and the recording secretary voted to initiate the process to conduct the PE election
- The president, Second VP and the corresponding secretary voted to initiate an effort to revise the Local Organization Structure Form, including at minimum, membership consideration to remove the President Elect position before it is officially phased out by the Virginia PTA next year
- The treasurer abstained

### **Domain Registration/Web Hosting Administration**

- It was advised to have an outside and independent person or persons to hold the (super) admin account for the domain registration and web hosting administration. Nic Costescu, a former TJ PTSA President, offered to be that individual for the time being.
- The SOA support team stated that it is a good practice to have more than 1 person holding admin access and the elected officers should be part of the admin team. It is customary to have the president, the secretary and the treasurer to be part of the admin team.
- It was also stated that this issue could be resolved by having standing rules. It was stressed that the standing rules shall be adopted by each board; in effect a particular standing rule only governs until the end of a term.

The group discussed the following options for the vote:

- A. Nic is given temporary admin access so he can check all the security settings and clear all the security concerns.
- B. Nic and Jun will do a virtual session where Jun shares his screen and Nic does a “walk-thru” to check all the security settings and clear all the security concerns.
- C. Giving (super) admin access to Nic, Yvette and Laura (in addition to Jun).

Vote:

- The second VP, the treasurer and the corresponding secretary voted for B and C
- The president and the secretary voted for A and C
- The first VP abstained

### **Plan for Executive Board Meeting**

The President will follow up about scheduling of Executive Board meeting via email.

### **Family Engagement Working Session Request**

- The group discussed the Family Engagement Chair's proposal to have a casual working session for the Executive Board, an in-person meet-and-greet to brainstorm ideas with all the Committee Chairs.
- The group agreed to proceed with scheduling a working meeting and the president will follow up via email with a Doodle Poll for availability.

#### **Votes:**

- The president, second VP, treasurer, secretary and corresponding secretary voted yes
- The first VP abstained

### **New Business**

- The group discussed a student's request for \$450 for Environmental Impact Club.
- The First VP stated that PTSA has funded this in the past.
- Approved by the president, first VP, second VP, recording secretary and corresponding secretary; treasurer abstained

Meeting was adjourned @9:22 pm

Minutes Prepared by:

Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as \_\_\_x\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_November 29, 2021\_\_\_\_\_