



## **TJ PTSA Executive Committee/Board Meeting Minutes**

01/24/2022 at 7:00 pm - 9:00 pm

### **Attendees:**

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

**Committee Chairs:** Academic Support Committee (ASC) Chair Haiyan Richter, ANGP Committee Co-Chair Helen Deng, Family Engagement Committee (FEC) Chair Ms. Shawna Yashar

**Location:** Google Meet

### **Agenda**

1. Call Meeting to Order
2. Executive Board Matters
  - a. Approval of EB Meeting Minutes
  - b. Financial Review and Treasurer's Transition
  - c. Member Survey Discussion and Vote
  - d. Officer Procedures
  - e. Future General Membership Meetings
3. Executive Committee Matters
  - a. Special Bylaws/Governance Committee - Appointment of Chair and Members
  - b. College Outreach Committee - Acceptance of Chair Resignation and Appointment of New Chair
  - c. Preparation for General Membership Meeting
  - d. Nominating Committee Instructions
  - e. Reflections Budget Increase
  - f. Website
4. Other Unfinished Business
5. New Business
6. Adjournment

### **Call Meeting to Order**

- A quorum was determined to be present and the president called the meeting to order (@7:05).

### **Approval of EB Meeting Minutes**

- Since the minutes had all been distributed electronically in advance and there was no objection, the minutes were not read aloud during the meeting.
- As there were no corrections to the 2021-11-29 and 2022-01-10 TJ PTSA EB Meeting Minutes, the minutes were approved as presented.

### **Financial Review and Treasurer's Transition**

- The treasurer presented the Financial Review Report
- She was now a bank signatory. She was not yet the Paypal "owner" but was able to login.

### **Member Survey Discussion and Vote**

- The president shared the survey that has been discussed among the officers to the rest of the board.
- The FEC Chair suggested removing the first three comment boxes and reducing the characters count to 100 for the last 6 questions.
- After a brief discussion, a vote was taken and the majority voted to keep all nine comment boxes.

### **Officer Procedures**

- The president had sent the initial draft (baseline) of the officer procedural manual before the meeting and had received inputs from the officers.
- The corresponding secretary made a motion to approve the [baseline TJ PTSA procedural manual](#). It was seconded by the first vp and passed unanimously.

### **Future General Membership Meetings**

- All the proposed dates below are barring other school major conflict
  - Moving Feb 17, 2022 to Feb 24, 2022
  - Moving Mar 17, 2022 to Mar 24, 2022
  - Moving Apr 14, 2022 to Apr 21, 2022
  - Moving May 12, 2022 to May 26, 2022
- No objection to the proposed changes, but will be confirmed after checking for conflicts and cafeteria availability.

The Executive Board meeting concluded and the chairs left @7:54 pm

### **Special Bylaws/Governance Committee**

- There were three members who submitted their interest to be considered for the special bylaws committee: Marilena Barletta, Hari Kalla, and Elaine Maag. No one objected to the appointment of the three self-nominated candidates.
- The group discussed who will be the chair and unanimously appointed Marilena Barletta as the chair for the Special Bylaws/Governance Committee.

### **College Outreach Committee**

- The previous chair, Ms. Tanuja, submitted her resignation a few weeks earlier.
- The Executive Committee accepted her resignation.
- The president nominated Parvathi Rachakonda as the new COC Chair.
- After brief discussion on her qualifications, the EC unanimously appointed Parvathi Rachakonda as the new chair for College Outreach Committee

### **Preparation for General Membership Meeting**

- Due to the nature of the discussion and without objection, the EC entered the executive session at 8:18 pm.
- The secretary moved to come out of the Executive Session and it was seconded by the treasurer. Motion passed.
- Exited Executive Session at 8:48 pm.
- Nothing to report from the Executive Session

### **Nominating Committee Instructions**

- Due to time constraint, this agenda item was tabled.

### **Reflections Budget Increase**

- Unanimously agreed to increase the budget from \$200 to \$570

### **Website**

- Due to time constraint, this agenda item was tabled.

### **Other Unfinished Business**

- None

### **New Business**

- None

### **Adjournment**

- Meeting was adjourned @9:12 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as \_\_\_x\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_February 18, 202\_\_\_