



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

05/19/2022 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 Manashini Sahu, College Outreach Committee (COC) Chair Parvathi Rachakonda, Diversity Committee (DC) Chair Michele Hyde, Family Engagement Committee (FEC) Chair Shawwna Yashar

**Location:** Google Meet

### **Agenda**

1. Call meeting to order
2. Approval of 2022-04-14 EB Meeting Minutes and 2022-04-27 Special EB Meeting Minutes
3. Review of 4/21 General Membership Meeting Minutes
4. Committee Updates
5. Treasurer's Report - Nell Janardhan
6. Proposed Budget Revision & Vote - Nell Janardhan
7. 5/26 General Membership
  - a. Draft Agenda
  - b. Preparation
  - c. Proposed Election Rules
8. Annual Meeting Delegates
9. Sub-Committee Structure
10. Class 2026 Welcome Night
11. End of Term Actions/Meetings
  - a. Financial Review Committee
12. Scheduling Next Year's GM Meetings
13. Other Unfinished Business
14. New Business
15. Adjournment

### **Call Meeting to Order**

- A quorum was determined to be present and the president called the meeting to order (@7:03).

### **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 2022-04-14 EB Meeting Minutes and 2022-04-27 Special EB Meeting Minutes, the minutes were approved as presented.

### **Review of 4/21 General Membership Meeting Minutes**

- As there were no corrections to the 4/21 GMM Draft Minutes and there was no objection, the draft minutes were approved to be published to the website and will be presented for adoption at the May 26 General Membership Meeting.

### **Committee Updates**

- Academic Support Committee
  - AP Support (Snack, Proctors, and General Helper) was a success.
- Diversity Committee ([2022-23 Plan](#))
  - Requested 7 tentative dates to the school to reserve space and dates.
  - Will use the same practices in running the events:
    - Only when there is parent leader and enough parents and students' support
    - Food and other donations from parents
  - What will change:
    - More students focus
    - Solely rely on TJ own students for performances and programming
  - All plans will need to be approved by next year's Board
- College Outreach Committee
  - Next event (on Tue Mar 24, 7 pm, virtual): Senior Panel - Navigating College Admission Process
  - Students panelist: 6 (still looking for more); diverse gender and major/interest; unable to get panelists outside the 20 top/most favorite colleges favored by TJ seniors.
- Family Engagement Committee
  - JDay: Obstacle Course, Human Foosball, and other inflatables being considered
- ANGP
  - Will have a meeting with volunteers or potential volunteers that night at 9 pm.
  - Food team will meet with Student Activities on Tuesday.
  - Reserve seating sales will be released by early next week.
  - Another meeting with confirmed volunteers on Sunday.
  - Chair joined the meeting late (7:20ish) and left early (7:30).

### **Treasurer's Report - Nell Janardhan**

- Reported \$8000 short on the budgeted revenues (both in membership and donations).
- Did not spend all the budgeted expenses.
- Will end up with similar budgeted end of balance for PTSA account of \$25,000 or more.

### **Proposed Budget Revision & Vote - Nell Janardhan**

- She moved to revise membership dues income in proposed budget revision from \$24k to \$20k to account for \$4k PayPal fees.
- Motion passed unanimously.

## **5/26 General Membership**

- Draft Agenda
  - Increase time for SGA to allow past and newly elected SGA presidents to speak.
  - The Principal will not attend. She previously informed the President that due to the actions of Brian Davison and Harry Jackson at the last General Membership meeting, and the subsequent media publication with the edited recording of her, that she will no longer present at our General Membership meetings. She will also not allow any school staff to do so.
  - There was no further input from the rest of the board. The proposed agenda will be presented at the GM meeting.
- Preparation
  - Usual tasks: Li: voting cards; Hanning: timer; Jun: membership list and ballots, Laura: volunteers; etc
  - Chief Teller: Haiyan Richter; other tellers: Hanning Chen and Michele Hyde.
- Proposed Election Rule
  - No objections, approved to present to the membership.

## **Annual Meeting Delegates**

- Yvette Rivers, Neelam Janardham, Haiyan Chen, Hari Kalla, Sanjita Sethi

## **Sub-Committee Structure**

- The current structure, which was a new structure for TJ PTSA, was adopted by the previous board from the fall.
- The sub-committee structure denies some of the important sub chairs, like the Health and Wellness, to be voting members of the Executive Board.
- The Reflection Art Contest should be a Special Committee.
- The group discussed the pros and cons of bringing the Health and Wellness and Hospitality back to be committees (instead of sub-committees).
- The current FEC Chair argued that even though the HW and Hospitality subcommittees are being brought back to standing committees, the FEC should be kept. This FEC should be the liaison between the PTSA and the school to find volunteers for school events, like Mentorship Showcase and the like.
- The first vp moved to bring the Health and Wellness and Hospitality subcommittees back to committees. It was seconded by the secretary. Motion passed unanimously.
- The ASC chair moved to eliminate the Family Engagement Committee and it was seconded by the secretary. The ASC chair, the first vp and the secretary voted for the motion; the FEC chair, Diversity chair, COC chair and second vp voted against; the president, the treasurer and the corresponding secretary abstained. Motion failed.

## **Class 2026 Welcome Night**

- The president gave a brief explanation of the event and what steps and preparations she had conducted to prepare for the event.

## **End of Term Actions/Meetings**

- Financial Review Committee
  - The treasurer moved to appoint Laura Marschoun as chair and Vinnie Sawant and Eric Chen as members of the committee. The first vp seconded it and the motion was approved unanimously.

The corresponding secretary left the meeting @8:48 pm.

### **Scheduling Next Year's GM Meetings**

- Tentative dates are discussed but the new board would be able to change it.
- First GM meeting: Sept 8, 2022
- Subsequent meetings, third Thursday of the month with exception of month of December (will skip Dec)
- Laura Marschoun will attempt to book the cafeteria for these days.

### **Other Unfinished Business**

- None

### **New Business**

- Discussed to use the remaining balance in the PTSA Office line item to cover the Parliamentary training sessions and advice given by Mr. Berke.
- In principle, the board agrees that this line item should cover parliamentary training but table the matter until the total invoice is known.

### **Adjournment**

- Meeting was adjourned @9:05 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as \_\_\_x\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_June 03, 2022\_\_\_