



TJ PTSA Executive Committee Meeting Minutes

07/05/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committees: President Yvette Rivers, First VP of Programming and Events Pratyush Nutalapati, Second VP of Membership and Fundraising Yehong Zhou, Third VP of Communications Laura Marschoun, Treasurer Neelam Janardhan, Secretary Qingying Lu

Location: Google Meet

Agenda

1. Call meeting to order
2. Robert's Rules Overview
3. Introductions
4. Summer priorities
5. Account Access
6. Scheduling Summer EC Meetings
7. Conflict of interest form
8. New Business
9. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:06).

Robert's Rules Overview - Yvette Rivers

- The President will chair the Executive Committee and Executive Board meetings in accordance with Robert's Rules and the Bylaws
- Raise google meet hands to be recognized by the chair (usually Yvette) before speaking
- We will make decisions by making motions, having discussions, and voting on motions

Introductions

- EC members gave self-introductions

Treasurer's Report - Nell Janardhan

- An overview of the state of financials - In great shape, with positive cash flow from last year (Estimated around \$60K total in both PTSA and ANGP, to be confirmed by financial review)
- The EC will need to decide on a draft budget for the next school year, which Nell will oversee
- Will add in-depth budget review to the agenda for the next EC meeting

Summer Priorities

1. Forming the Executive Board - Appointing Committee Chairs
 - a. Yvette explained the proposed process she drafted; The group discussed the need to hold on the Family and Engagement Committee until the Board decides whether to keep or dissolve this committee;
 - b. Laura moved to initiate the committee application process as described in the proposed process document, and Yehong seconded. Unanimously approved.
2. Financial Audit
 - a. Good progress; two tasks remaining - Laura
 - b. 501c3 recertification requires the audit to be completed (and emailed to VA PTA after it's ratified at the first general membership meeting) - Nell
3. Bank Signatory Transfer
 - a. The group decided that Yehong will be the third signatory, to be transferred from Jun Wang
4. Initiating Membership Sign-Ups
 - a. Challenges:
 - i. Reflect 2nd parent membership fee reduction
 - ii. Lack of 2026 student information until school starts
 - b. Yehong and Laura will research options with the goal of having the process up before new student orientation
5. Officer Responsibility Definition
 - a. Yvette will create a google sheet with some information populated as the starting point. Everyone else will add contents to it. The group will discuss and finalize at one of the next two EC meetings.
6. Draft Budget Creation
 - a. Need to create one before the EB meeting, likely in August
 - b. Yvette will send an email regarding a proposed tentative budget for regional parties in August
7. Draft Goals
 - a. Yvette asked EC members to start thinking about proposed approach for defining strategic goals to be approved by the Board and members
8. Insurance Renewal
 - a. Our insurance broker will not offer renewal after 9/21/22; Nell will get quotes from other insurance companies
9. Website Planning
 - a. Laura will lead, with Pratyush's support
10. Governance Committee formation (rules of order)
 - a. It was voted to form this new special committee in the last EB meeting and it is now the current EC's responsibility to appoint a chair and members
11. Proposed approach for membership drive
 - a. Yehong to take the lead, e.g., membership goal, strategy

Account Access

- Hosting/Domain Accounts (TJPTSA.org)
 - The group discussed who should be the primary contact for the hosting and domain accounts. The following options were discussed and voted on:
 - Option A: VP of Communication as the primary POC, and President the secondary POC (5 votes: Yvette, Yehong, Laura, Nell, Ally)
 - Option B: President as the primary POC, and VP of Communication the secondary POC (no votes)
 - Abstain (1 vote: Pratyush)
- AtoZ
 - Account owner (can add/remove people)

- All agreed for Yehong to be the primary, Laura as the backup, Yvette will be removed as an Account Owner

Scheduling Summer EC Meetings

- The group agreed to try to have two EC meetings and one board meeting before 8/4
- Yvette will start an email discussion to decide on the dates

Conflict of interest form

- Still haven't received the new one from VA PTA. Yvette will send out the old form for EC members to sign for now

Adjournment

- Meeting was adjourned @9:23 pm

Minutes Prepared by Qingying (Ally) Lu, TJHSST PTSA Secretary

Minutes Approved as ___X___ Presented or _____ Amended on _Jul 18, 2022___