



TJ PTSA Executive Committee Meeting Minutes

07/18/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committees: President Yvette Rivers, 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. Approval of 7/5/2022 EC Meeting Minutes
3. Financial Review Report
4. Treasurer's Report including Budget Discussion
5. Regional Welcome Parties & Back to School Bash
6. Committee Chair Update
7. Membership & Fundraising Report & Discussion
8. General Membership Meetings
9. Officer Responsibilities
10. New Business
11. Adjournment

Call Meeting to Order

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

Approval of EC 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 additional corrections to the 2022-07-05 EC Meeting Minutes, the minutes were approved as presented.

Financial Review Report (Laura)

- Laura sent the report to the EC members. It will be presented in the first EB meeting in August, and then presented for adoption in the September general membership meeting.

Treasurer's Report including Budget Discussion (Neil)

- Skipped and will include in next meeting's agenda when all officers will hopefully be present

Regional Welcome Parties & Back to School Bash (Yvette)

- Regional Welcome Parties
 - PTSA will hold 8 regional welcome parties (with light refreshments). 113 registrations to date. EC needs to decide the budget. \$500 per party was budgeted last fall but not spent. This year, 6 out of 8 organizers have booked a facility (for at least \$150). No data is available on enrolled students in each region. We expect more attendees in Loudoun County than other regions, but will need to capture data this year to better estimate.
 - We will consider the budget for next summer expenditures in this year's budget plan.
 - Laura moved to allocate a \$3,500 budget to regional welcome parties, and Nell seconded. Four in favor; One abstained.
- Back to School Bash
 - PTSA pays for inflatables and food tickets for teachers and staff with about a \$4500 to \$5000 budget per year in past years; tentative date/time this year: 4-7pm on 9/1
 - Last year, the back to school bash was not as big as usual, and much of its budget was used in JDay later in the year; we need to account for this in budget planning decisions related to JDay.
 - Need to sign a contract with the inflatable company ASAP and secure food trucks.
 - Nell moved to approve the proposed budget of \$5,000 for Back to School Bash and for Yvette to sign the contract with the inflatable company and Laura seconded. All in favor.

Committee Chair Update (Yvette)

- Received a good number of applications
- Current Gaps: ANGP and Hospitality committees. EC members are encouraged to help recruit. ANGP: Yvette suggested trying to find a rising junior parent to chair so that senior parents can enjoy their student's graduation.

Membership & Fundraising Report & Discussion (Yehong)

- Completed the membership admin work in AtoZ: set up various membership purchasing and donation options, and changed to only allow members to search the directory
- Created a draft communication
- Next steps:
 - Send out email communications
 - Hold a table at freshman orientation
 - Distribute printed directories
 - Recruit support for membership and fundraisings
 - Decide what to do on alumni data in near future

General Membership Meetings (Yvette)

- In person vs. virtual? How many meetings in total? Required to have a minimum of 5 based on the current TJ PTSA LUOS Form. TJPTSA held 7 meetings last year. The VAPTA Uniform Bylaws allow virtual meetings. Turn-out doubled in the virtual meeting last year because getting to the school is difficult for some parents. We will try to do a combination of both in-person and virtual.
- Discussed tentative meeting dates (6) and whether in-person/virtual for each.
 - 9/12 – Virtual
 - 11/3 – In Person

- 1/12 – Virtual
- 3/16 - In Person
- 4/20 – Virtual
- 5/18 - In Person

Officer Responsibilities (Yvette)

- Yvette emailed EC members a draft (in spreadsheet)
- EC members will provide feedback before next EC meeting

New Business

Newsletter and Website Redesign Workgroup (Laura)

- Website taskforce
- Newsletter creation: asking committee chair to take more responsibility for newsletter content creation

Adjournment

- Meeting was adjourned @9:02 pm