



TJ PTSA Executive Committee Meeting Minutes

12/06/2021 at 7:00 pm - 8:00 pm

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, Mr. Jason Morgan and Mr. Hamid Munir

Location: Google Meet

Agenda

1. Call meeting to order
2. Offer of pro bono legal representation
3. Other Unfinished Business
4. New Business
5. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:01).
- The president asked the secretary to screen-share the agenda.

Offer of Pro Bono Legal Representation

- Early the previous week, all of the officers had a meeting with a law firm offering to represent the TJ PTSA pro bono.
- The law firm stated clearly that their pro bono offer was only to represent the TJ PTSA itself and not the individual officers named as defendants in the lawsuit brought by Mr Davison (CL-2021-15975).
- Later that week, the TJ PTSA's insurance company informed the officers that they are approving the claim under reservation of rights.

- Earlier that day, a law firm informed the officers that they have been retained by the TJ PTSA insurance company and will defend the TJ PTSA and its officers.
- Due to the nature of the discussion and without objection, the board entered the executive session at 7:05 pm.
- The secretary moved to come out Executive Session and it was seconded by the first VP. Motion passed.
- Exited Executive Session at 7:32 pm.
- Reports from the Executive Session:
 - The Executive Committee voted to proceed with the insurance claim so that the insurance law firm will represent the PTSA and individual officers who are defendants and to decline this initial offer of pro bono representation for TJ PTSA.

Unfinished Business

- **SGA Winter Bash:** The corresponding secretary moved to approve SGA's request for six \$25 Amazon gift cards for their Winter Bash event that Friday. The secretary seconded it. After a brief discussion, a vote was taken and the motion was approved unanimously.
- **Treasurer's Report:** The treasurer stated that he had generated the July - November Actual vs Budget Report and asked the first VP to review it later.

New Business

- **Treasurer's Resignation**
 - The treasurer mentioned that he plans to resign due to his daughter's move to a new school in November 2021. He asked that the EC have discussion regarding the process to find a replacement and a process to transition with minimal disruption to the day-to-day operations.
 - The treasurer also created a roles and responsibilities document for the new treasurer.
 - The group discussed the importance of publicly announcing the pending vacancy and asking members for potential candidates to fill the position.
 - The group discussed the need to conduct a financial review before the current Treasurer's departure.

Adjournment

- Meeting was adjourned @8:15 pm

Minutes Prepared by Laura Marschoun, TJHSST PTSA Secretary

Minutes Approved as x Presented or Amended on January 10, 2022