



## TJ PTSA Executive Committee Meeting Minutes

07/25/2022 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. Approval of 7/18/22 EC Meeting Minutes
3. Committee Chair Appointments
4. Membership & Fundraising Report & Discussion
5. Officer Responsibilities
6. Treasurer's Report Budget Discussion & Process
7. Upcoming Executive Board Meeting
8. Website Approach
9. Other Unfinished Business
10. Adjournment

### Call Meeting to Order

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

### Approval of 7/18/22 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.
- Tentative dates and format for general membership meetings were added
- As there were no additional corrections to the 2022-07-18 EC Meeting Minutes, the minutes were approved as amended.

### Committee Chair Appointments (Executive Session)

- Pratyush moved to enter the executive session, and Nell seconded. Unanimously approved.
- Entered executive session @ 7:14pm
- Without objections, the executive committee exited the executive session @ 8:34pm
- EC appointed the following Committee Chairs and members:
  - For Reflections Committee: Meredith Caldwell as Chair
  - For Hospitality Committee: Colleen Bucher as Chair

- For ANGP Committee: Mary Alice Heretick as Chair; Aparajita De, Vrushali Gosavi, Julia Cox, Sona Sainani as members
- For Academic Support Committee: Haiyan Richter as Chair; Partha Banerjee as member
- For College Outreach Committee: Parvathi Rachakonda as Chair; Julia Li as Co-chair; Sanjay Singh and Huazhen Chen as Members
- For Diversity Committee: Michele Hyde as Chair; Karen Monaco as Member
- For Health and Wellness Committee: Renee Rodriguez as Chair; Deborah Bagocius as Co-Chair; Alka Deshpande as Member

### **Membership & Fundraising Report & Discussion (Yehong)**

- Membership drive strategy
  - Make TJPTSA updates from different committees more visible to members; Survey members' needs and responses on our work
  - Make TJPTSA more valuable to its members
  - Make the TJPTSA committee updates more visible via website and newsletter
- Fundraising strategy
  - Proposed target of \$12,000 for donations and \$10,000 for budget revenue estimate
  - Improve AtoZ store function
  - Implement donor recognition, e.g., publishing all donations online with donor name
  - Create a business service directory to publish sponsored service entries
  - Create fundraising rules
  - Reach out to the Alumni community and promote donations
  - Online ads
  - Ticket selling for other events

### **Officer Responsibilities (Yvette)**

- Yvette and Pratyush will meet to refine the responsibilities for 1st VP
- Every EC member will need to review and provide input to the officer responsibilities spreadsheet

### **Treasurer's Report Budget Discussion & Process (Nell)**

- Nell will set up a budget working session with EC members

### **Upcoming Executive Board Meeting (Yvette)**

- Rescheduling to 8/3
- Will send email to initiate agenda

### **Website Approach**

- Laura and Pratyush will meet on it on 7/27/22
- EC decided to create a new logo - Yehong and Laura will take the lead

### **Other Unfinished Business**

- New Insurance: Payment pending by our bank (Nell)
- Will file taxes this week (Nell)

### **Adjournment**

- Meeting was adjourned @9:04 pm

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

Minutes Approved as   X   Presented or          Amended on    August 3, 2022