



TJ PTSA Executive Board Meeting Minutes

09/06/2022 at 7:00 pm - 9:00 pm

Attendees:

Executive Committee: 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

Committee Chairs: Academic Support Committee (ASC) Chair: Haiyan Richter, ANGP Committee Chair: Mary Alice Heretick, College Outreach Committee (COC) Chair: Parvathi Rachakonda, Diversity Committee (DC) Chair: Michele Hyde, Hospitality Committee (HC) Chair: Colleen Bucher, Health and Wellness Committee Chair: Renee Rodriguez

Location: Google Meet

Agenda

- Call Meeting to Order
- Approval of August 3, 2022 EB Meeting Minutes
- Board Introductions
- Principal's Report (Ann)
- Committee Member Appointments
- General Membership Meeting Plan
 - a. Proposed GM Meeting Rules
 - b. Draft Proposed Agenda
- Treasurer's Report - Approval of Draft Baseline Budget (Nell)
- Membership & Fundraising Report (Yehong)
- National PTA Funding Application
- Communications Report (Laura)
- Programming & Events Report (Pratyush)
- Committee Chair Updates
- Family Engagement Committee Consideration Vote
- PTSA Room Needs
- Next EC/EB Meeting
- Other Unfinished Business
- New Business
- Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:17).

Approval of August 3rd 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 additional corrections to the 2022-08-03 EB Meeting Minutes, the minutes were approved as presented.

Principal's Report

- Skipped. Dr. Bonitatibus was absent due to illness.

Board Introductions

- Skipped. Will do it in the next board meeting when Dr. Bonitatibus is present

Committee Member Appointments

- Group addressed the committee spreadsheet distributed in advance and discussed gaps in committee membership. The goal is to complete committee formation by the next board meeting (for all except ANGP which will extend beyond).
- The process for appointing remaining committee members is for committee chairs to nominate members for their committees and EC appoints, per the Bylaws. Members may be added and changed throughout the year, if necessary.
- Academic Committee: Haiyan moved to appoint 6 members (Vrushali Gosavi, Partha Banerjee, Sharon Sidhu, Elaine Wang, Xiaoli Wang), seconded by Laura. All EC members voted in favor to complete the appointment.
- ANGP: Some committee members were already appointed previously, and the remainder will be appointed after ANGP volunteer outreach begins.
- College Outreach: Committee is full for now.
- Communication: Laura moved to appoint 3 members (Vinnie Sawant, Joy Wang, Deborah Bagocius), seconded by Nell. All EC members voted in favor to complete the appointment.
- Diversity: Michele moved to appoint Trina to the Diversity Committee, seconded by Laura. All EC members voted in favor to complete the appointment. Yvette will send the contact information of all applicants to committee chairs. Michele will speak to Vinnie, Srileka, and Injung about committee responsibilities prior to the next board meeting.
- Health & Wellness: Renee will reach out to candidates first and we will vote next time.
- Hospitality: Colleen moved to appoint 5 members (Liz Crescioli, Christina Headrick, Miriam Morse, Deepika Sood, Nirupa Ramarapu), seconded by Nell. All EC members in favor to complete the appointment.
- Membership & Fundraising: Yehong will reach out to candidates first.
- Reflections: No candidates identified. Need to promote this committee as well as ANGP.

General Membership Meeting Plan

- Reviewed Proposed GM Meeting Rules, which were distributed in advance.
 - Discussed whether proposed GM meeting rules should be presented to general membership for a vote
 - Started by the Bylaws Committee near the end of last year
 - Bylaws Committee draft was reviewed by the Parliamentarian in the spring
 - No one volunteered to chair a Governance Committee, so the President proposed that the Board proceed with a draft to present to the membership.
 - The draft provided includes most of what was proposed by the Bylaws Committee with a few updates including a section regarding recording, which was reviewed by the VA PTA.

- Many board members suggested adopting GM meeting rules ASAP.
- Several members suggested edits for the draft rules including limiting discussion to each item to twenty minutes and language regarding muting and asking members who violate the rules to leave the meeting.
- We will use manual approval for virtual zoom meeting registration so we can verify identity and check membership for voting verification.
- A suggestion was made to set a cutoff time for meeting registration.
- Several members expressed concerns regarding how the board could ensure that approved meeting rules are followed. Yvette suggested a working session on this topic.
- Nell moved to present the rules for a vote on the next GM meeting, seconded by Renee. All in favor. The group agreed to present the rules with an up/down vote with the understanding that members could identify additional recommended revisions for future meetings.
- The group reviewed the Draft Proposed Agenda and no revisions were noted.

Treasurer's Report - Approval of Draft Baseline Budget (Nell)

- Nell moved to present the baseline budget in the next GM meeting, seconded by Laura. All in favor.

Membership & Fundraising Report (Yehong)

- The group discussed used textbook sales for fundraising. Yehong will email the idea to all on the board for feedback. Renee will look into a similar effort for a nonprofit organization by students last year.
- Yehog will check the status of mock ACT/SAT fundraising.

National PTA Funding Application

- Yvette will send info to Renee for consideration.

Communications Plan (Laura)

- Laura will hold a working session.

Programming & Events Report (Pratyush)

- Will report in the next EB meeting.

Committee Chair Updates

- Diversity Committee: Michele asked about the process for accepting donations. Yehong will create donation items on AtoZ based on committee chairs' requests.
- Health and Wellness (Renee): Will support a school event of "book club" by freshmen
- College Outreach (Par): Plan for a parent panel event, tentatively 1st week of Oct
- Pratyush will create a spreadsheet log for all events.
- Laura will help with facility reservation.

Family Engagement Committee Consideration Vote

- Laura moved to eliminate the family engagement committee with an understanding that all PTSA committees are responsible for family engagement, seconded by Nell. All in favor.

Next EC/EB Meeting

- Yvette will send a doodle to schedule another EB meeting for the end of Sept./beginning of Oct.

PTSA Room Needs

- Will address next meeting or via email

Other Unfinished Business

- No other unfinished business was identified.

New Business

- No additional new business was identified.

Adjournment

- Meeting was adjourned @8:52 pm

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

Minutes Approved as Presented or Amended on Oct 03, 2022