



TJ PTSA Executive Board Meeting Minutes

10/03/2022 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, Hospitality Committee (HC) Chair: Colleen Bucher

Location: Google Meet

Agenda

1. Call Meeting to Order
2. Approval of 9/6/22 EB Meeting Minutes
3. Review of 9/12/22 GM Meeting Minutes
4. Board Introductions
5. Principal's Report
6. Treasurer's Report
7. General Membership Meetings
8. Committee Appointments
9. Communications and Membership & Fundraising Support Groups
10. Fundraising & Membership (Yehong)
11. Communications Responsibilities (Laura)
12. Programming & Events (Pratyush)
13. Committee Updates (Chairs)
14. Other Unfinished Business
15. New Business
16. Adjournment

Call Meeting to Order

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

Approval of 9/6/22 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 2022-09-06 EB Meeting Minutes, the minutes were approved as presented.

Review of 9/12/22 GM Meeting Minutes

- Will be distributed to board members for feedback soon

Board Introductions

- New board members introduced themselves

Principal's Report

- COVID spike at school due to homecoming activities; Infection numbers lowered last Friday and today; classes with infection clusters identified (might include same kids); reminder on wearing masks during gatherings
- Information on PSAT and SAT day sent home
- Successful Hispanic Heritage Month Celebration with compliments from the Principal and students
- Thanks for the PTSA Board for their leadership
- How PTSA facilitates the communication between parents and the administrators:
 - Welcome feedback from parents
 - Upcoming virtual coffee with the Principal to be hosted by the PTSA
 - Teachers grade based on standards
 - Parents are encouraged to talk to individual teachers and department heads

Treasurer's Report

- Collected \$1,100 donations so far for Diversity Committee's heritage events
- Met membership goal
- At 36% of donation goal
- At 68% of our revenue goal
- Incurred 16% of budgeted expense
- Not anticipating budget revision proposed in the next GMM

General Membership Meetings

Dr. B left the meeting @ 7:48pm

- Went into Executive Session @ 7:48pm with no objections
- Came out of executive session @ 8:32pm
- The Board voted unanimously to make the next GMM virtual.
- Hiring a Parliamentarian will be discussed at the next Board meeting.

Dr. B re-joined the meeting @ 8:37pm

Committee Appointments

- Health and Wellness: Laura moved to appoint all members applied per Renee's request, seconded by Nell. Motion passed with all in favor.
- Confirm with Meredith on whether she needs to recruit members for Reflection committee

Communications and Membership & Fundraising Volunteers

- To make Communications and Membership groups official PTSA committees, the Board would need to vote to create.
- For now, Yehong and Laura will call for communications, membership, and fundraising volunteers as needed, without forming standing committees.

Fundraising & Membership (Yehong)

- Coordinate with Pratyush on fundraising events
- Send document with fundraising ideas
- Remind donors about opportunities for corporate matching

Communications Responsibilities (Laura)

- Held a workshop last week; committee chairs are encouraged to read Laura's document

Programming & Events (Pratyush)

- Skipped due to time constraints

Committee Updates (Chairs)

- Health and Wellness (Renee): provide support to freshman parent book club; final session in Nov. Two staff events: teacher painting, chili cook-out
- Hospitality (Colleen): Thanksgiving event likely be on the Friday before Thanksgiving
- Academic (Haiyan): Panel discussion on Navigating TJ in the week of 10/20; Yvette will introduce Haiyan to Brandon.
- Diversity (Michele): Newsletter sent for Diwali; volunteers started signing up

Other Unfinished Business

- Refrigerator in the PTSA room is being repaired without incurring costs (due to warranty)

New Business

- N/A

Adjournment

- Meeting was adjourned @9:00 pm

Minutes Prepared by Qingying Lu, TJHSST PTSA Secretary

Minutes Approved as ___x___ Presented or _____ Amended on ___Oct 27, 2022___