



TJ PTSA Special Executive Board Meeting Minutes

01/26/2023 at 5:30 pm - 6:45 pm

Attendees:

President: Yvette Rivers; **Second VP of Membership and Fundraising:** Yehong Zhou; **Third VP of Communications:** Laura Marschoun; **Treasurer:** Neelam Janardhan; **Secretary:** Qingying (Ally) Lu; **ANGP Committee Chair:** Mary Alice Heretick; **College Outreach Committee (COC) Chair:** Parvathi Rachakonda; **Health and Wellness Committee Chair:** Renee Rodriguez

Location: Google Meet

Agenda

1. Call meeting to order
2. Discuss 2023 PTSA Member Survey
3. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@5:30).

Ally joined at 5:40pm

Discuss 2023 PTSA Member Survey

- Par: how to make the questions clearer: add categories or bold or italic key words. The board decided to bold or italic.
- Renee: propose to add a “no opinion” option. Discussions on differences between “neutral”, “no opinion” options, and leave it blank.
- Renee: Re-phrase question #10 by removing “the educational success and well-being of”
- Renee: Questions #11 and #12 seem to be confusing. The board decided to combine questions #11 and #12 to make it easier to fill out.
- Renee: Be careful about using the word “advocacy”. The PTSA needs to have a healthy working relationship with the school and can’t take sides. The goal of the survey is to understand concerns if there are any.
- Renee: Have questions on a single page or multiple pages. Yvette: If we can add Section headers, we will put all questions on a single page.
- Renee: Which questions are required vs optional? Yvette: Questions #1 and #2 are required, and all other questions are optional. Mary Alice: Questions on page #2 are about future, and

the most important, should be required. Par: people might not complete the survey if they are required to answer questions. The board decided to keep pages #2 and #3 optional.

- Yvette: Answer length limit is 500 characters by default. The board decided to increase the limit of the last answer box to 1,000 characters. Mary Alice: we will need to summarize long answers in order to share. Suggest not to make it too long.
- Mary Alice: What's our plan of analyzing and sharing the survey results? Yvette: We will need a board meeting later to plan it out.
- The board decided that only members are allowed to answer the survey. It can be enforced by only sending to member email addresses through Survey Methods.

Adjournment

- The meeting was adjourned at 6:45pm.

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

Minutes Approved as _____ Presented or ___X___ Amended on ___March 9, 2023___