



TJ PTSA Executive Board Meeting Minutes

05/18/2023 at 7:00 pm - 9:00 pm

Attendees: Executive Board

President: Yvette Rivers; Second VP of Membership and Fundraising: Yehong Zhou; Third VP of Communications: Laura Marschoun; Treasurer: Neelam Janardhan; Secretary: Qingying Lu; Academic Support Committee (ASC) Chair: Haiyan Richter; ANGP Committee Chair: Mary Alice Heretick; Diversity Committee (DC) Chair: Michele Hyde; Hospitality Committee (HC) Chair: Colleen Bucher; Health and Wellness Committee Chair: Renee Rodriguez; Principal: Dr. Ann Bonitatibus

Location: Google Meet

Agenda

- Call Meeting to Order
- Approval of April 13th EB Meeting Minutes
- Review April 20th General Membership Meeting Minutes Draft
- Principal's Report
- Treasurer's Report
- General Membership Meeting
 - Draft Agenda
 - Preparation
 - Proposed Election Rules
- End of Year Activities
- Transition Planning
- 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 (@7:02).

Approval of April 13th 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 corrections to the 2023-04-13 EB Meeting Minutes, the minutes were approved as presented.

Review of April 20th GM Meeting Minutes

- After minor updates, the group agreed to present the 4/20 GMM Draft Minutes as corrected for approval at the next General Membership Meeting.

Treasurer's Report

- Revenues on target; Expenses less than expected on a couple of events due to parents' donations
- Upcoming planned expenditures by Health & Wellness Committee - Renee
 - Make free bookmarks about strategy for reducing stress for students
 - Free intentional connection booklets for parents
 - There's still budget available for Health & Wellness Committee - Nell
- Nell moved to move \$500 of unused budget from Academic Support to AP snack expenses, seconded by Colleen; unanimously approved
- Nell moved to appoint the incoming treasurer as the chair of the financial review committee with Laura Marschoun and Eric Chen as other members on the committee, seconded by Haiyan; unanimously approved
- Nell proposed to present the following motion to the members during the May 25th GM meeting, "to allocate \$3,500 from the 2023-24 budget on the Class 2027 Regional Welcome Parties in August." The reason of the proposal is so that the parents can be reimbursed faster as the spending for these events will occur before the first GM meeting. Seconded by Laura; unanimously approved
- Colleen proposed to present the following motion to the members during the May 25th GM meeting, "to allocate \$1,000 on hospitality event for school staff at the beginning of the new school year." Seconded by Nell; unanimously approved
- Laura proposed to present the following motion to the members during the May 25th GM meeting, "to allocate \$5,000 on back to school bash." Seconded by Mary Alice; unanimously approved

General Membership Meeting

- Draft Agenda discussed and approved
- Preparation
 - Start registration by 6:15pm; pizza party starts at 6:30pm; meeting starts at 7pm; registration separate for members and non-members
- Proposed Election Rules
 - Will send the draft ahead of the GMM, can be revised before approval in the GMM
 - Parliamentarian will chair the election
 - Teller Committee members have been determined

Haiyan left @7:53pm

ANGP

- Need to find out mice extermination cost for the shed; should consider maintenance plans to ensure that they are kept away to protect the assets being stored there for future years

Michele Hyde left @ 7:58pm

Dr. Bonitatibus joined @ 8:00pm

Transition Planning

- Board creating a checklist, including the following items
 - Plan for knowledge transfer
 - Account transfer
 - Update officers on Memberhub (Yvette)

- AtoZ
- Recommendations for new committee chairs
- Human relation's committee (Dr. Bonitatibus asked to consider parent recommendations for the school committee - it is not a PTSA committee)
- Parent liaisons (Dr. Bonitatibus asked to find out who the new parent liaisons will be - parent liaisons are not selected or managed by the PTSA, but the PTSA can help encourage parent volunteers to step up and can work closely with them)

Haiyan rejoined @8:15pm

Principal's Report

- Appreciate the support from PTSA and parents on AP Tests, and Teacher Appreciation Week
- Will wrap up on J-Day
- Successful production of Pippin
- Graduation activities
- Course registration
- Thank parents in the upcoming GMM

Other Unfinished Business

- Move the next EB meeting to 6/15
- Spread the word about ANGP - seek more volunteers

New Business

- Colleen will recycle 15 boxes of Old PTSA directories

Adjournment

- The meeting was adjourned at 8:33 pm.

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

Minutes Approved Electronically as ___x___ Presented or _____ Amended on ___June 29, 2023___