



TJ PTSA Executive Committee Meeting Minutes - FINAL

07/06/2023 at 7:00 pm - 9:00 pm

Attendees: Executive Committee

President: Neelam Janardhan; First VP of Programming and Events: Laura Marschoun; Second VP of Membership and Fundraising: Julia Li; Third VP of Communications: Maggy Li; Treasurer: Seema Lohia Singh

Location: Google Meet

Agenda

1. Call meeting to order
2. Introductions
3. Robert's Rules High Level Overview
4. [Bylaws](#) and [LUOS](#) (Local Units Organizational Structure) Form
5. Summer Priorities
 - a. Forming the Executive Board - Procedure, and Appointing Committee Chairs and Timeline
 - b. Financial Review and Bank Signatory Transfer
 - c. Regional Parties
 - d. New Student Orientation (Aug 17th, 8 am - noon, verify time)
 - Membership table and logistics (Julia, discuss with Yehong)
 - e. Initiating Membership Sign-Ups (Julia)
 - f. Proposed plan for roles and responsibilities for July 25th.
 - g. Draft Budget Creation (pending)
6. Knowledge transfer and Account Access
7. Next EC Meeting - July 25 (Chair Appointments)
8. First EB Meeting - sometimes in August (Aug 17 or 24)
9. Timing of EB and GMM Meetings
10. Conflict of interest form confirmation of signing
11. New Business
12. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:05 pm).

Introductions

- EC members gave self-introductions

Robert's Rules High Level Overview

- The president will chair the Executive Committee and Executive Board meetings in accordance with Robert's Rules and the Bylaws
- Raise google meet hands to be recognized by the chair before speaking
- We will make decisions by making motions, having discussions, and voting on motions

Bylaws and LUOS (Local Units Organizational Structure) Form

- The secretary is responsible for having the bylaws on her file and help the president following them

Forming the Executive Board - Procedure, and Appointing Committee Chairs and Timeline

- The group discussed the process for forming the 2023-2024 TJ PTSA Executive Board
- Per the Bylaws, the EC is responsible for appointing committee chairs for all the standing (6) committees which effectively forms the TJ PTSA Executive Board
- Chair candidates have been identified for 4 of the 6 committees: 1) Two of the chairs from last year are interested in continuing as committee chairs (Diversity and Hospitality), and 2) Per the request of last year's officers, two of the outgoing senior-parent chairs mentored other committee members and have identified recommended replacement chairs (College Outreach and Health & Wellness)
- These 4 candidates are highly qualified given their proven track record of leading and volunteering for PTSA committees
- The first VP moved that for this year, there will only be a call for committee chairs for the ANGP and Academic Support Committees. Seconded by the treasurer
- The second VP asked about the co-chair positions. That would be filled after the chairs have been appointed
- The third VP agreed with the proposed process
- After further discussion, the president called for a vote. The motion was approved unanimously
- Timeline of the application process, advertisement and recruitment were discussed and agreed upon

Financial Review and Bank Signatory Transfer

- The incoming treasurer (Seema Lohia Singh) is the chair of the Financial Review Committee with Laura Marschoun and Eric Chen as its members
- The incoming treasurer will finalize the report and will submit via Memberhub to the VA PTA for compliance purposes
- She will also work with the president to transfer bank signatories
- The second VP would be the third signatory

Regional Parties

- PTSA will hold 8 regional welcome parties (with light refreshments)
- Preparation has gone underway. Leads have been identified and budget has been approved during May GM Meeting
- SGA and EC will help the leads to recruit student panelists
- The president encouraged the officers to attend the parties
- There would be no selling of memberships nor merchandise during the parties
- Communication would be done by the school as PTSA does not yet have access to the incoming class's email addresses

New Student Orientation (Aug 17th, 8 am - noon, detail to follow)

- Membership table and logistics (Julia, discuss with Yehong). First in-person event for membership drive, Julia is in charge of this effort
 - Connect with the school (Assistant Director of Student Activities, David Gardziel) to arrange logistics for the tables and borrowed laptops
 - Create signup genius and recruit volunteers to help with the membership tables
 - Create posters, arrows, announcements, etc to promote the drive
- The president will work with the school admin regarding parent panel

Initiating Membership Sign-Ups - Julia

- The second VP will start creating or updating the email templates to encourage parents to renew or buy their membership and to revalidate their family information

Proposed plan for roles and responsibilities for July 25th meeting

- The president asked EC members to create approaches and timeline on how they plan to fulfill their roles and responsibilities. This will be presented and discussed at the July 25th meeting

Knowledge transfer and Account Access

- All EC members are successfully access their official accounts and have started the knowledge transfer from the previous officers

Next EC Meeting - July 25 (Chair Appointments)

- The July 25th meeting would be in-person meeting, location TBD

First EB Meeting

- It was decided that it would be on Aug 17th

Timing of EB and GMM Meetings

- It was proposed to have six GM meetings to follow the previous year's pattern. The EC members to see the proposed dates and give feedback before July 25
- There would be an EB meeting a week prior to each GMM. There would be on average monthly EB meetings throughout the year

Conflict of interest form confirmation of signing

- The president reminded everyone to sign the Conflict of Interest Form

New Business

- Cost of mice extermination and monthly maintenance of the ANGP Sheds will be discussed at the next meeting

Adjournment

- The meeting was adjourned at 8:30 pm.

Minutes Prepared by Laura Marschoun, TJHSST PTSA First VP of Programming and Events
Minutes Approved as X Presented or Amended on July 25th, 2023