



## **TJ PTSA Executive Committee Meeting Minutes - FINAL**

07/25/2023 at 7:00 pm - 8:45 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; Secretary: Mary Paul

**Location:** Google Meet

1. Call meeting to order
2. Approval of 2023-07-06 EC Meeting Minutes
3. Committee Chair Appointments
4. Regional Welcome Parties, New Families Orientation, Back to School Bash Updates
5. Officer Reports:
  - a. First VP Report & Discussion
  - b. Second VP Report & Discussion
  - c. Third VP Report & Discussion
  - d. Treasurer's Report
    - i. Financial Review Report
    - ii. Budget Creation Plan/Timeline
  - e. Secretary Introduction, Report & Discussion
6. General Membership Meetings Dates
7. Upcoming Executive Board Meeting - Aug 24 & EB Meeting Dates
8. Other Unfinished Business
  - a. Pest Control services for the ANGP sheds Memberhub Access
9. New Business
  - a. In-Person Back to School Night for Class of 2024 and 2027 (Tue, Aug 29) (Julia)
  - b. In-Person Back to School Night for Class of 2025 and 2026 (Wed, Sep 6) (Laura)
10. Adjournment

## Meeting Minutes

### Call Meeting to Order

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

### Approval of EC Meeting Minutes 2023-07-06 EC 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 2023-07-06 EC Meeting Minutes, the minutes were approved as presented.

### Committee Chair Appointments

- The following were the basis of the decisions for appointments of chairs.
  - Since Partho Banerjee supported the prior year Academic Support Committee, he was chosen as the Chair. Sridhar Madduluri was chosen as the Vice-Chair based on his interest to support the Academic Support Committee.
  - Chairs for Diversity, Hospitality and Reflections offered to continue in their positions from the previous year.
  - Chairs for College Outreach and Health & Wellness were recommended by the previous year's chairs.
- The First VP moved to appoint the Committee Chairs, seconded by the Third VP, and the executive committee unanimously voted to make the following appointments:
  - a. Academic Support Committee Chair
    - i. **Partho Banerjee** appointed as the Chair
    - ii. **Sridhar Madduluri** appointed as the Vice-Chair
  - b. Diversity
    - i. **Michele Hyde**
  - c. Hospitality
    - i. **Colleen Bucher**
  - d. Reflections
    - i. **Meredith Caldwell**
  - e. College Outreach
    - i. **Radha Somanchi**
  - f. Health & Wellness
    - i. **Deborah Bagocious as Chair**
    - ii. **Liz Das as Vice Chair**

### Regional Welcome Parties, New Families Orientation & Back to School Bash Updates

- Regional Welcome Parties

Regional Welcome Parties were decided at the following dates, times and locations.

Regions	Date	Location
1	Saturday, August 19, 2023, 10:15-11:45	Herndon Fortnightly Library
2	Saturday, August 19, 2023, 3-5pm	Dolley Madison Library (McLean)
3	Tuesday, August 15, 2023, 6:30 – 8:00 pm	Sherwood Hall Library in Alexandria

4	Sunday, August 6, 2023, 3:00 – 5:00 pm	Pohick Library
5	Saturday, August 19, 2023, 2:00 – 4:00pm	Sully Community Center
APS&FC	Saturday, August 19, 2023, 4:00 – 6:00 pm	Nancy's house: 2100 N. Powhatan St., Arlington VA 22205
LCPS	Sunday, August 13, 2023, 1:30 - 4:30 pm	The Ashburn Library (Hay Rd)
PWCS	Tuesday, August 15 at 6:30 p.m	Kelly Leadership Center in Manassas

- President encouraged the executive committee members to attend the different regional parties closer to them.
- President spent the last few weeks recruiting volunteers to lead the various regional parties.
- Logistics, such as location, food, and a student panel for each region for Q&A have been organized
- New Families Orientation
  - The school will conduct a new families orientation on Aug 17th, between 8am and noon.
  - The school has requested TJPTSA to form a panel of three teachers and two parents. The president will find the two parent volunteers and will moderate the panel.
  - First VP suggested that 2nd VP should connect with David Gardziel (Assistant Director of Student Activities) for helping with tables and laptops for membership signup; work with the previous 2nd VP to make and post signage, and create a signup genius for volunteers signup (if needed).
- Back to School Bash (Aug 31, 4-7 pm)
  - PTSA had secured 3-4 food trucks (students will pay their own food)
  - PTSA will provide vouchers (\$10) for teacher lunches ~ roughly about 110 vouchers
  - Contracts are being signed for fantasy world and the DJ
  - Principal Bonatibus would like PTSA to spread word to encourage all families with kids (siblings) to also attend in order to make families feel inclusive and welcome.

## Officer Reports:

### 1. First VP Report & Discussion

- First VP (Laura) has created the registration form and will inform the leads the registrants list
- First VP will inform the leads various QR codes for PTSA membership information, and non-PTSA sponsored/affiliated social media and communication channels.

### 2. Second VP Report & Discussion

- The membership drive email has been sent out twice
- Plan to send out the membership drive email every two weeks
- To date, collected \$5080 from membership purchases and around \$50 for Sunshine Fund. The president clarified the purpose and existence of this fund. The fund is not a TJPTSA fund. PTSA merely holds this as a pass-thru for the staff and teachers to donate to the fund. The money is then used for staff/teachers bereavement, new baby congratulations, and similar events
- Proactively post links to join PTSA on social media sites
- Around 8 people recommended to man the table at the new families orientation gathering
- First VP asked what the plan was to reach out to the former members who are no longer with TJ. Both VPs agreed to have a working session to discuss this. They will report back at the next meeting

### 3. Third VP Report & Discussion

- Laura helped with the transition and provided some guidelines that were helpful
- Plan to keep most of the release dates and timelines from the previous term: Release every Mondays at 5 pm with the submission deadline on Sundays at 5 pm
- Third VP requested if the second and third VPs could be each other's back-up since both are using the A2Z platform
- Create a distribution list of the committee chairs, SGA POC, and POCs of various boosters

#### 4. Treasurer's Report & Discussion

- Presented the summary page of the financial review report for 2022-23 term
- Transitioned the bank signatory from the outgoing treasurer to the incoming treasurer
- The bank made an offer for a credit card with a sign-on bonus of \$500 and ~2.5% cash back
- One of the issues raised was the burden of all purchases will fall on the treasurer if we use one credit card for payments
- The other issue is the fee levied on credit card purchases by some vendors
- Acquiring a credit card should be approved by the board
- Provide first draft of the budget on Aug 20th, 2023
- Finalize the budget before the September board meeting

#### 5. Secretary's Introduction, Report & Discussion

- Discussed timelines for deliverables
- Circulate draft agenda a week in advance of the meeting
- Create draft minutes and share with president a week in advance of the meeting
- Share draft agenda and prior meeting minutes after edits to the committee and the board, two to three days prior to the meeting
- Second VP will export the membership report from A to Z and upload onto memberhub. Treasurer will pay the monthly due for any new members. Secretary will ensure compliance. The membership list will only consist of the the delta (difference)
- Audit monthly reconciliations

#### Upcoming Executive Board Meeting - Aug 24 & EB Meeting Dates

- Next executive meeting - Aug 24th 2023 (Virtual)
- General membership meeting - September 2023 (Dates TBD)

#### Other Unfinished Business

- Pest Control services for the ANGP sheds
  - There are two quotes at about \$800 a year
  - Board vote for approval & consider the cost benefit / find volunteers to store PTSA property

#### New Business

- The planned discussion for the Back to School Nights were tabled to the next meeting

#### Adjournment

- The meeting was adjourned at 8:45 pm.

Minutes Prepared by Mary Paul, TJHSST PTSA Secretary

Minutes Approved as \_\_\_X\_\_\_ Presented or \_\_\_\_\_ Amended on \_\_\_ August 24, 2023\_\_\_