



TJ PTSA Executive Committee Meeting Minutes - FINAL

10-26-2023 7:00 pm - 9:00 pm

Attendees: Executive Board

Executive Committees: President Neelam Janardhan, First VP of Programming and Event Laura Marschoun, Second VP of Membership and Fundraising Julia Li, Third VP of Communications Maggy Li, Treasurer Seema Lohia Singh, Secretary Mirtha Arce

Location: Google Meet

Agenda

1. Call meeting to order
2. Secretary position update
3. Treasurer's Report
 - Treasurer's report and presentation as of 10/25
4. Committee and Officer Reports
 - a. Membership & Fundraising
 - Sponsorship coordinator nomination
 - Member data upload update.
 - b. Communications
 - c. ANGP:
 - No Chair
 - Subcommittee leads
 - Decoration lead meeting with CC on Dec 13 to pick theme
5. GMM Meeting roles and responsibilities
 - Before
 - Website materials update - Maggy
 - Membership Verification - Julia
 - During
 - Julia - Launch Polls (only 2)
 - Maggy - Chat moderator for Qs for SGA, Dr.B and Faculty. Redirect any others to relevant chairs
 - Laura - Links in chat
 - Seema - pay attention to motion seconds
6. Other Unfinished Business
7. New Business
8. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the President called the meeting to order at 7:17 pm.
- The Executive Committee entered an executive session, to talk about Black History Month celebration, that ended at 7:21 pm.

Secretary position update

- The EC Meeting started at 7:22 pm with the President updates.
- President announced that Secretary Mirtha Arce resigned from her position due to professional reasons, since her new work projects conflict with the time commitment that her role as part of the PTSA Executive Committee requires.
- Secretary Mirtha Arce will be ending her term on November 15th 2023.
- PTSA will be looking at recommended candidates known for their excellent work ethic. Potential candidates, in particular those from classes 2025, 2026 and 2027, will be contacted right away. After an interview a new Secretary will be selected to be considered by the Board.
- If no candidate is found for the vacant role by recommendation first, a blurb will be published to make the search public to the entire TJ community, until the new Secretary is found.

Treasurer's Report

- Treasurer presented her report. The target for Membership was exceeded, but the goal for Donations has not been met yet - many more donations are needed.
- We started the year with \$64,498.70. We currently have \$52,270.94 for PTSA and our Net Income as of 10/25 is \$15,562.17.
- PTSA projected expenses are \$44,133.25, and actuals are \$9,074.83
- Depending on the amount raised under donations, a revision of the budget will be proposed. Student support expenses will be reevaluated..
- Third VP requested clarification about what is included in the general Donations item. General donations is a separated category that does not include other contributions or donations for Diversity or Hospitality events.

Committee and Officer Reports

- Membership & Fundraising needed a Sponsorship coordinator. Second VP made a motion to appoint Adedoyin Akinrinlola as Corporate Sponsorship Program Coordinator. Third VP seconded. Vote was passed unanimously.
- A member data upload update was given.
- Third VP announced that Communications recruited another team member that will have a hybrid role that will be a graphic designer -for ANGP- and a newsletter editor -to catch errors before sending publications.
- First VP of Programming and Events mentioned that no ANGP Chair has been found yet.
- Reported progress about finding the subcommittee leads.
- Started a request of volunteers that will help with the distribution of the yard signs.
- Mentioned that she will ask the class council to pick a yard design (from 4 choices)
- Announced that the Decorations lead will meet with the class council on December 15 to present themes for ANGP. Class council will choose one that is favored by the majority.
- College online panel was successful, with an attendance of 300 plus parents.

- The Navigating TJ Math and Science Webinar will happen on November 15th.
- The Thanksgiving Lunch for Teachers and Staff will take place on November 17th.

GMM Meeting roles and responsibilities

- Dr. Katherine Phillips will present on behalf of the Faculty at this GMM.
- Officer roles before the GMM
 - Third VP will update website materials.
 - Second VP will complete Membership Verification
- Officer roles during the GMM
 - Second VP will launch two polls.
 - Third VP will be the chat moderator for Qs for SGA, Principal and Faculty. She will redirect any other questions to relevant chairs.
 - First VP will post links in chat.
 - Treasurer Seema will pay attention to motions and seconds.
 - Secretary will take minutes

Other Unfinished Business

- None to report

New Business

- None to report

Adjournment

- The meeting was adjourned at 8:24 pm.

Minutes Prepared by Mirtha Arce, TJHSST PTSA Secretary
Minutes Approved as Presented on Jan 11, 2024.