



TJ PTSA Executive Committee Meeting Minutes

07/17/2024 at 7:00 pm - 8:30 pm

Attendees: Executive Committee

President: Neelam Janardhan; First VP of Programing and Events: Catherine Li; Second VP of Membership; and Fundraising: Julia Li, Third VP of Communications: Maggy Li; Treasurer Dinesh Kumar; Secretary: Sanjay Parthasarathy

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. [Regional Parties](#)
 - c. Back to School Bash planning - (Aug 29th, 4-7pm) Food Trucks and Inflatables (consider game truck), DJ - total budget \$5000
 - d. Membership and Fundraising (Julia)
 - Initiating Membership Sign-Ups
 - SAT/ACT Mock in Aug
 - New Student Orientation (Aug 15th, 8 am - noon, verify time)
 1. Membership table and logistics (Julia)
 - Back to School Night - PTSA Table
 1. August 27 (grades 9, 12): Catherine and Maggy
 2. September 4 (grades 10-11): Julia and Nell
 - e. Communications (Maggy)
 - First Newsletter
 - Calendar
 - Chair Applications
 - f. Financial Review and Bank Signatory Transfer
 - g. Draft Budget Creation (pending)
 - Student club grant process (up to \$500 per club)
6. Knowledge transfer and Account Access
7. Next EC Meeting - July 31 (Chair Appointments)

8. First EB Meeting - sometimes in August (Aug 17 or 24)
9. [Timing](#) of EB and GMM Meetings. Note: [FCPS 24-25 Calendar](#)
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 (@7:08pm).

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 the motions

Bylaws and LUOS (Local Units Organizational Structure) Form

- The secretary is responsible for having the bylaws on file and for helping the president in adhering to them

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

- The group discussed the process for forming the 2024-2025 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 5 of the 6 committees.
 - Returning chairs for 2 committees: College Outreach (Radha Somanchi) and Reflections (Meredith Caldwell)
 - Last year's officers recommended the following, who they had mentored in the course of the year – Hospitality (Priya Dodla); Health and Wellness (Ann Payne and Liz Das will swap roles as Chair/Vice-Chair); ANGP chairs recommended (Kareena Nair and Deepika Sood). These candidates are highly qualified given their proven track record of leading and volunteering for PTSA committees
 - Academic Support Committee Chair and Vice-chair need to be solicited
- The Secretary moved that for the 2024-2025 academic year, the returning chairs be appointed to the Executive Board in the indicated interest; the recommended chairs be appointed as suggested, **and** there will only be a call for committee chairs for the Academic Support Committees. Seconded by the second VP.
- Robust discussion ensued, with calls for strong co-chairs in-place (preferably class of 2027 and 2028 parents), accountability is key; roles be crystallized when interviewing candidates; chair to help select co-chairs.
- First VP will meet with the Chairs and emphasize succession planning
- After further discussion, the president called for a vote.
- The Executive Committee members voted, and unanimously approved the motion to:

- Appoint returning committee chairs to the board to lead their respective committees of interest, and,
- Adopt the recommendations from exiting committee chairs on candidates to back-fill them
- Timeline of the application process for the Academic Outreach Committee chair and co-chairs, advertisement and recruitment were discussed and agreed upon. Third VP will send the chair Google form through email outreach.

Regional Parties

- PTSA will hold 8 regional welcome parties (with light refreshments)
- Preparation has gone underway. Leads have been identified and \$3,500 budget has been approved during the 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 and via social media outreach as appropriate.

Back to School Bash planning

The event will be held Aug 29th, from 4-7pm. Food Trucks will be onsite (expectation that they provide 5% profit plowback to the community); Budget of \$5000 approved at the 5/23 GM meeting will fund Inflatables, a Video Gaming truck and a DJ

Membership Sign-Ups and fund raising – Julia Li

- 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
- Digital SAT/ACT Mock tests to be held in Aug (10th) as a benefit of membership
- Julia will coordinate the logistics for membership tables at the New Student Orientation (Aug 15th, 8 am – noon) and at the Back to School Night's PTSA Table - August 27 (grades 9, 12) to be staffed by Catherine and Maggy; September 4 (grades 10-11) staffed by Julia and Nell
- Julia will propose at the July 31st meeting what fields to purge in the old membership data

Communications (Maggy)

Maggy Li (Third VP) will enforce a deadline of Sunday at noon for articles; and will send the draft of the newsletter to the Board (board@tjptsa.org) Sunday night for any suggestions/corrections. The newsletters will go out at 7pm Mondays to both members and non-members of the TJPTSA

Financial Review and Bank Signatory Transfer

- The incoming treasurer (Dinesh Kumar) is the chair of the Financial Review Committee and is completing the audit of the TJPTSA finances.
- The incoming treasurer will finalize the report and will submit via Memberhub to the VA PTA for compliance purposes
- The appropriate bank signatory hand-off will occur on 7/27/24 with Nell, Maggy, Dinesh and Seema meeting at the bank.
- ANGP and PTSA cheques to be reimbursed as soon as practical;

Draft Budget creation

- Dinesh will work the budgets after the audit and bank formalities are completed

- Student club grant process (up to \$500 per club) will follow similar process as prior years and to be approved by the board at the first meeting
- Student Club cultural celebrations will be a part of the Student club grant process mentioned above.

Knowledge transfer and Account Access

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

Next EC Meeting - July 31 (Chair Appointments)

- The July 31st meeting will be virtual

First EB Meeting

- It was decided that it would be on Sept 12th

Timing of EB and GMM Meetings

- It was proposed to have four GM meetings. The EC members to see the proposed dates and give feedback before July 31st. The President asked the EC to think through meeting agendas/themes and how to make them most impactful
- 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

- None

Adjournment

- The meeting was adjourned at 8:25 pm.

Minutes Prepared by Sanjay Parthasarathy, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on September 12, 2024