



TJ PTSA Executive Committee Meeting Minutes

07/31/2024 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. 501c3 to dos ; Review, Taxes and Uploading docs
3. [Forming the Executive Board](#) - Procedure, and Appointing Committee Chairs and Timeline
 - a. Renaming College Outreach Committee to College Planning Committee
 - b. At its [July 17, 2024 meeting](#) 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
 - c. The following committee chairs are appointed:
 - ANGP (Recommended and Shadowed prev chairs)
 1. Kareena Nair as Chair (Class of 25)
 2. Deepika Sood as Vice chair (Class of 26)
 - Hospitality (Returning)
 1. **Priya Dodla (Class of 25) - Has co-chairs lined up**
 - Reflections (Returning)
 1. **Meredith Caldwell ; (Class of 25); Vice chair TBD**
 - College Outreach/ Planning (Returning)
 1. **Radha Somanchi (Class of 26); cochair TBD**
 - Health & Wellness (Returning)
 1. **Ann Payne as Chair (Class of 26)**
 2. **Liz Das as Vice Chair (Class of 25)**
 - d. Review of [Academic Support Committee Chair self-nominations](#)
 - i. **Select and appoint** Chair
 - ii. **Select and appoint** the Vice-Chair

4. EB and GMM Meetings. Note: [FCPS 24-25 Calendar](#)
 - a. [Proposed Timing](#)
 - b. Cadence
 - EB meetings - Themes - Sanjay
 1. **Thu, Sep 12** - First EB meeting, A week before GMM on Sep: finalized proposed budget to the GM, firming up dates/weeks of the events
 2. **Thu, Oct 17**
 3. **Thu, Dec 05 - Maybe replaced by board holiday dinner**
 4. **Thu, Feb 20** - A week before GMM on Feb
 5. **Thu, Apr 24** - A week before GMM in May
 - GMM - Themes - Maggy
 1. **In person** (Budget approval and NC Election): Thu, Sept 19, 2024
 2. Virtual: Thu, Dec 12, 2024
 3. Virtual (NC Report): Thu, Feb 27, 2024
 4. **In person** (EC Election, min 30 days after NC Report): Thu, May 1, 2025
5. Event Updates: Very quick. Catherine and Nell
 - a. [Regional Parties](#)
 - b. Back to School Bash planning - (Aug 29th, 4-7pm) Food Trucks and Inflatables (consider game truck), DJ - total budget \$5000
6. Plan for A2Z data clean up - Julia
 - a. Preserve contacts for Class of 2024
 - b. Purge records for Class of 2023 and Earlier
 - Set the record status to "Canceled"
 - For each record, perform the following field cleanups
 1. Primary Parent
 - a. Name: Retain
 - b. Email: Empty
 - c. Phone: Empty
 - d. Home address: Empty
 2. 2nd Parent
 - a. Name: Retain
 - b. Email: Empty
 - c. Phone: Empty
 - d. Home address: Empty
 3. Student
 - a. Name: Retain
 - b. Class: Retain
 - c. Email: Empty
 - d. Phone: Empty
 - e. Home address: Empty
7. Membership and Fundraising update if any (Julia)
 - a. Initiating Membership Sign-Ups
 - One newsletter was sent out. As of 7/31, 101 members with \$3420 raised
 - One platinum donation and two gold donations, with \$450 raised
 - b. SAT Mock test in Aug and PSAT in Sep

- 83 signed up for SAT mock
 - 61 signed up for PSAT
 - \$2880 raised as of 7/31
 - c. New Student Orientation (Aug 15th, 8 am - noon, verify time) - **IPad Update**
 - Membership table and logistics
 - d. Back to School Night - PTSA Table
 - August 27 (grades 9, 12): Catherine and Maggy
 - September 4 (grades 10-11): Julia and Nell
8. Communication updates
 - a. TJPTSA website content update
 9. 501c3 - Financial Review and Bank Signatory Transfer update
 10. Draft Budget Creation (pending)
 11. Conflict of interest form confirmation of signing
 12. New Business
 13. Adjournment

Call Meeting to Order

- A quorum was determined to be present and the president called the meeting to order (@7:06pm).

President's Introduction

- Nell met with Dr. Bonitatibus on 7/31 (monthly meeting) – Dr. Bonitatibus expressed that many parents felt welcome, and the response has been positive to engagement activities with the school.

501C3 filings

- Taxes are completed (thanks Nell!) and need to be uploaded. Financial review is completed and needs to be uploaded.
- Julia will upload membership, and Dinesh will pay dues at the end of every month.

Meeting Cadence Finalized with 'Themes'

The EC members discussed the cadence, and how to make the GM meetings more impactful and exciting to drive more attendance. Suggestions include:

- Add the family liaison and counselors
- Split the meeting into 2 parts: 45 minutes for 'PTSA business' and 45 minute for 'PTSA-guided discussion' on a new topic each GMM.
- Allow committee chairs to drive specific events and the lead-up during the GM and EB meetings
- 'Questions for Dr. Bonitatibus' solicited in advance of each GMM
- Survey the parents [Julia will draft a survey for the Sept 19 GMM]
- Nell will author a welcome note and introduce the committees via the newsletter; and we will highlight 1 committee every newsletter
- Counselors are busy till Nov. Since the College planning and Academic support committees work throughout the year with Student Services, utilize these committees' efforts to reach out to Student Services
- Invite representative from various support groups, such as the HRC, the Mental Health coalition, etc. to the GMMs

General Membership Meetings Dates (Thursdays at 7:00pm)

- Sept 19, 2024: In person (NC Election) [Nell to confirm with school and book the café]
- Dec 12, 2024: Virtual
- Feb 27, 2024: Virtual
- Mar 20, 2024: Virtual (NC Report)
- May 1, 2025: In person (EC Election, min 30 days after NC Report)

Executive Board Meetings Dates (Thursdays at 7:00pm)

- Sep 12 - First EB meeting, A week before GMM on Sep: Board introductions, finalized proposed budget (with inputs from committee chairs), firming up dates/weeks of the events, membership increase planning, Clarifying roles (counselors, teachers, family liaison) and what ideas to implement in future GMMs
- Oct 17: Succession planning (presented by Committee Chairs), Holiday events planning. Catherine will ask the committee chairs to identify successors and have them shadow current chairs
- Dec 05 - *Maybe replaced by board holiday dinner –*
- Feb 20 - A week before GMM on Feb
- Apr 24 - A week before GMM in May

Executive Committee Meetings Dates

- ✓ Wed, Jul 17 - First EC meeting
- ✓ Wed, Jul 31 - Second EC meeting - appoint board
- Aug - Catherine and Nell connect with chairs and have working sessions for planning and budget needs to be sent to Dinesh

Moved to Executive session at 8:10pm

EC meeting resumed at 8:37pm

- Maggi: confirming Niluka as webmaster, outdated pages on website to be updated
- Julia: AtoZ membership roster clean-up of 10 years of data. Will wait till December to purge 2023 and prior year's data, to help preserve contacts for Class of 2024. Julia will get the list from school and reconcile by Oct.

Executive Board appointments

The College Outreach committee will now be renamed the 'College Planning Committee (CPC). The committee chair and vice-chair nominations were noted in the agenda. Maggy motioned to vote in each person by name for the chair position of the committee of interest. Julia seconded for those returning committee nominees, and Catherine seconded for those recommended by exiting committee chairs. The appointments were accepted unanimously.

The following committee chairs are appointed:

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Conflict of interest form confirmation of signing

Nell will route the forms for signing

New Business

- None

Adjournment

- The meeting was adjourned at 8:53 pm.

Minutes Prepared by Sanjay Parthasarathy, TJHSST PTSA Secretary

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