



TJ PTSA Executive Committee Meeting Minutes

07/03/2025 at 7:00 pm – 8:50 pm

Attendees: Executive Committee

President: Catherine Li ; First VP of Programing and Events: Kokeb Kassa; Second VP of Membership; and Fundraising: Maggy Li, Third VP of Communications: Thomas Stauber Li; Secretary: Raji Madhuvana

Location: Google Meet

Agenda: Executive Committee meeting

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. Membership Promotion & Communications
 - d. Parent Survey and Book Club Feedback
 - e. Regional Parties
 - f. Committee Chair and Vice Chair Appointment Process
 - g. Timeline and Communications
 - h. Data and Membership Coordination
6. Adjournment

1. Call to Order and Housekeeping

- The meeting was called to order by Catherine and 7:05pm.
- Catherine reminded all present that meeting minutes would be documented by the secretary, circulated for approval, and then uploaded to the website after confirmation by attendees.

2. Introductions – Officer Roles and Attendance

- EC members gave self-introductions

- New officers and supporting personnel were introduced; entries were updated for TJ's records.
- Reviewed LUOS and made all EC aware of the cadence,
- Executive Board (EB) meetings: minimum of four required, only after chair positions are filled.
- General Membership meetings: at least five required.
- In-person format for the first and last meetings is preferred.

3. 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

4. Conflict of Interest and Operational Execution

- All officers are required to sign a conflict-of-interest form acknowledging understanding of bylaws and PTSA mission and values.
- Discussion on obtaining electronic signatures (e.g., DocuSign or similar platforms) or PDF sign-off; action: research and implement an appropriate digital signing workflow.
- Raji to send reminders and coordinate conflict of interest form completion.

5. Accounts, IT, and Google Drive Access

- All participants must ensure access to new Google accounts and be familiar with the Google Drive file structure.
- Laura Marschoun, Sandy Wang, and Ben Xu were appointed IT personnel. The meeting included a vote to confirm their roles.
 - Laura: Senior document/IT lead, to gradually transition responsibilities to new support.
 - Sandy: Webmaster, responsible for website updates, creative and flyer design, and marketing.
 - Ben: IT support, Zoom and web hosting setup, technical training.

Vote for selection of supporting personnel:

Kokeb made a motion to vote for Ben to be IT support, Sandy to be the Webmaster, Bhuvana to be book keeper and Laura to help as System Admin.

- Raji seconded the motion
- Catherine, Maggy, Tom. Kokeb and Raji in favor of the motion by using raise hand functionality of Google meet

6. Financial Updates and Reimbursements

- Financial book closing in progress; completion expected soon to allow auditing.
- Three people (Maggy, Catherine, Dinesh) will update bank signatures on July 26.
- Most financial transactions are processed electronically; checks only when necessary.
- Update of reimbursement forms pending; forms require three authorized signatures for each payment.

- PTSA holds two bank accounts: PTSA and ANGP, to be managed and reconciled separately.

7. Membership Promotion & Communications

- The MembershipToolkit membership website to be cleaned up and updated by Julia. Promotion to begin once the site is ready.
- Membership drive and promotion will be timed to coincide with the "Welcome Party" on July 17th, with a newsletter scheduled for release approximately one week prior.
- All officers are required to sign up as members and test the process.
- Communication: Tom will handle initial newsletter content, including membership drive, event details, chair applications, and welcome party info. The goal is to ensure broad awareness and early engagement

8. Parent Survey and Book Club Feedback

- Only 8 parent survey responses received: most participation in AP snack, principal Q&A, and Welcome Party.
- General feedback: Announce events more widely to reach new parents.
- Parent Book Club to remain in-person due to better engagement.

9. Event Planning: Welcome Parties & Regional Events

- Multiple regional "Welcome Parties" scheduled; officers should attend at least one, supporting their region or as available (first event July 17th, others through August).
- WhatsApp and WeChat groups will be used for communications leading to events, with reminders before each.

10. Committee Chair and Vice Chair Appointment process :

General Appointment Process

- **Chair Continuity:** If the previous year's chair is eligible (has not graduated and wants to continue), they may remain as chair.
- **Vice Chair Promotion:** If the previous chair steps down or graduates, the vice chair is typically promoted to chair for the new year.
- **No Successor:** If both prior chair and vice chair are unavailable or there was no vice chair in prior school year:
 - A transparent, open appointment process is initiated (not a general membership vote).
 - Interested candidates are invited to apply through an application form, which is publicized via the newsletter and online.
 - The Executive Committee reviews applications openly, evaluating all interested candidates to ensure fairness and openness.
- **Form Usage:** A standardized form (modeled after previous years) is used to gather applications and candidate information.

Committee-Specific Procedures

- **Academic Support:**
 - Evaluation will be based on form submissions; the recommended candidate will be appointed if still deemed best after review.
 - The vice chair will be selected later if needed, as the role isn't urgent at the start of the school.
- **College Planning:**

- Potential vice chair candidates can be identified and discussed with the new chair.
- Appointment of vice chair can occur later, as needed.
- **Hospitality:**
 - No formal vice chair last year.
 - Priya (last chair) has recommended multiple candidates.
 - A call for applications will be made; the group will review submissions (including possible interviews) before appointing the best fit.
- **Health and Wellness:**
 - Ann, last year's vice chair, will continue as chair.
 - Vice chair search can happen throughout the year as suitable candidates emerge.
- **Reflection (Arts):**
 - Meredith is expected to continue due to past experience and ongoing interest.

No urgent need for new appointments.

Timeline & Communications

- **Form Preparation:** Ready for distribution in the newsletter around July 10th.
- **Application Window:** Roughly two-week application period.
- **Review & Vote:** Committee reviews all applications. Vote and decide on final appointees at the next EC meeting (target: July 31st).
- **Publication:** Announce new chairs on the website post-appointment.
- **Future Improvement:** Aim to have all committee chairs confirmed within 30 days of the EC elections, moving the process earlier in the year per bylaws.

11. Data and Membership Coordination

- **Database Purge & Membership:**
 - Data purge and membership system update to be handled by Julia, pending confirmation from Dinesh on financial closing.

12. Other Organizational Matters

- **New Student Orientation:** Firm date set for August 14th. All committee members were encouraged to participate.
- **Marketing:** Consideration to introduce banners or giveaways for donors. (Gold, Diamond, Premium).
- **Website and Newsletter Updates:**
 - Possible merge of MembershipToolkit and PTSA websites for unified communication; under evaluation.

- Clean-up and update of website content, especially the "Who We Are" and "Membership" sections.
- Past newsletters now accessible to members online; further improvements to navigation and archival ongoing.
- **Meetings:**
 - GMMs (general membership meetings) are planned five times per year, aiming for a mix of in-person and virtual meetings.
 - EC meetings align with deadlines for chair appointments and planning major events.
 - Meeting dates may shift (typically Wednesdays) to accommodate members' schedules and avoid conflicts with school and community activities.

13. Reminders & Next Steps by Catherine :

- **Enjoyment & Flexibility:** Emphasis on keeping volunteer roles enjoyable and manageable. Open communication about busy periods or need for support is encouraged.

14. Adjournment. Meeting adjourned at 8:47 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as x Presented or Amended on 08/21/2025