



TJ PTSA Executive Committee Meeting Minutes

07/30/2025 at 8:00 pm – 9:50 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; Treasurer : Dinesh Kumar ; Secretary: Raji Madhuvana

Location: Google Meet

Agenda: Executive Committee meeting

1. Call meeting to order
2. 501c3 To-Dos
 - a. Financial Review
 - b. Taxes and Uploading docs
 - c. Conflict of interest form signed
 - d. Proof of Insurance
3. Vote committee chairs and form the Executive Board
4. EB and GMM Meeting time [proposal](#). Note: [FCPS 25-26 Calendar](#).
5. Event Updates: Kokeb, Catherine
 - a. Regional Parties
 - a. Back to School Bash planning (Aug 28th, 4-7pm)
6. Membership and Fundraising update - Maggy
 - a. A2Z data clean up
 - b. Initiating Membership Sign-Ups
 - c. SAT Mock test in Aug (8/16) and PSAT in Sep
 - d. New Student Orientation (Aug 14th, 8:30-10:45 for orientation 11-12 for open house)
 - e. Back to School Night (August 26, all grades)
 - f. Back to School Bash (Aug 28, 4-7pm)
 - Promote student membership, give gift for student members
 - Working with SGA for advertisement
 - g. For Donators: List on website; mention in newsletter; give gift in 9/25 GMM

- h. Business donation <https://tjptsa.com/corporate-sponsors/>
- 7. Communication update - Tom / Maggy
 - a. Public events on Calendar
 - b. TJPTSA website content
 - c. Upcoming newsletters: we shall prepare 1st
 - d. Consider merging AtoZ and TJPTSA.com
- 8. Treasurer update - Dinesh
 - a. Draft Budget being prepared, will present in EB 8/21m meeting
 - a. Reimbursement form (clean up JotForm space) being prepared
 - b. Bank Signatory Transfer update (completed 7/26)
- 9. GMM Prep ([last year agenda](#))
 - a. Prepare message to solicit Nomination committee candidates
 - a. Book school facility
 - a. Start in newsletter 4 weeks ahead (9/1 newsletter)
- 10. New Business
 - a. Superintendent's Family Vision Group - needs 2-4
 - b. Communication channels on social media
 - c. Membership/Fundraising opportunities such as lab tour and 5K
- 11. Adjournment

Meeting Minutes

1. Call to Order and Housekeeping

- A quorum was determined to be present and the meeting was called to order by the PTSA president, Catherine at 7:05pm.

1. 501c Compliance To-Dos

- **Audit & Financial Review**

- Audit completed; next step is to get the signatures of the President and treasurer
- Signed financial documents will be uploaded to PTSA website
- The goal is to finalize 501(c) compliance documents before school starts.

- **Taxes & Insurance**

- Taxes filed and insurance paid.
- Major compliance tasks are now complete.

- **Bank Signatories**

- Bank paperwork submitted. Confirmation expected within a few days.
- Upon confirmation, the reimbursement system will re-open (target Aug 5–11).

- **Month-end Close (July)**

- Dinesh to close July books by Aug 4.
- Budget prep: first draft by Aug 11 for EC review and initial approval to be obtained during the September EB meeting leading to General Membership Meeting

- **Key funding areas for this year:**

- ANGP support (estimated amount\$10K, final numbers TBD)
- 40th Anniversary Celebration (funding request pending)

2. Forming the Executive Board:

[Process and Timeline](#)

[Chair application form](#)

Need a vote from the Executive Committee to:

- Appoint returning committee chairs to the board to lead their respective committees of interest, and,
- Adopt the recommendations from prior committee chairs on candidates to back-fill them

Review of Academic Support Committee and Hospitality Chair self-nominations

- o Select and appoint Chair
- o Vacant Vice-Chair can be filled after school year starts
- o Prepare members/volunteer form (should be sent in first few weeks' newsletter)

The following committee chairs are appointed:

ANGP (Recommended and Shadowed prior chairs)

- o Deepika Sood (Class of 26) as chair
- o Dunia Pardo (Class of 27) as vice chair

Hospitality (Recommended and Shadowed prior chairs)

- o Latha Pesaladinne (Class of 27)
- o Vice chair TBD

Reflections (Returning)

- o Meredith Caldwell (Class of 25)
- o Vice chair TBD

College Outreach/ Planning (Recommended and Shadowed prior chairs)

- o Mara Marshall (Class of 28) as chair
- o Aijing Sun (Class of 27) as vice chair

Health & Wellness (Recommended and Shadowed prior chairs)

- o Ann Payne as Chair (Class of 26)
- o Vice Chair TBD

Academic Support (Recommended and Shadowed prior chairs)

- o Lili Cui as Chair (class of 28)
- o Vice Chair TBD

- **Motion Passed:** Kokeb passed the motion to appoint returning committee chairs to the board to lead their respective committees of interest and Dinesh seconded the motion. All EC members voted in favor of the motion

- **Next Steps:**

1. Update website with chair list.
2. IT (Ben) to provision chair emails.
3. First EB Meeting: **Aug 21**.

3. Meeting Calendar (2025–26)

- 5 required GMMs (2 in-person: Sept & May; 3 virtual: Nov, Jan, Mar).
- EB meetings to be held one week before each GMM.
- EC meetings scheduled monthly.

5. Events Updates

- **Regional Parties (Freshman 2029)** – 8 regional parties hosted in summer, which resulted in good turnout, new parents signing up for volunteering.
- **Back-to-School Bash (Aug 28)**
 - Food trucks, inflatables, student membership promotion.
 - Staff to receive \$15 worth of vendor vouchers.
 - Budgeted at \$5,500.
- **Orientation (Aug 14, morning)**
 - PTSA membership table, donation gifts displayed.
 - Parent panel: Tom (Fairfax) + 1 Loudoun parent.
- **Back-to-School Night (Aug 26)** – One consolidated event for all grades.
- **40th Anniversary Celebration** – Major funding item; planning still underway.

6. Membership & Fundraising

- Database cleanup completed in Toolkit (contacts purged to current 4 classes).
- 90 members already signed up; \$7k revenue collected from memberships/tests.
- Donation tiers active: Gold, Platinum, Diamond. Gifts for higher-level donors.
- Staff & student membership each \$10; small giveaways planned.
- Business sponsorship program to be publicized (tiers \$500–\$5,000).

7. Communication & Website

- **Calendar Management:**
 - The public calendar on the website pulls from Google Calendar.
 - Events we host + support will be marked (e.g., “** Supported by PTSA”).
 - Need a unified “master planning sheet” in Excel for event chairs to sync details.
- **Newsletter:**
 - One more reminder for mock SAT before school year.
 - Regular newsletter cadence resumes with school start.
- **Websites Consolidation:**
 - Proposal to merge tjptsa.com (WordPress) with Membership Toolkit premium to streamline, enhance security, and reduce duplication.
 - Lower priority until after back-to-school events.

8. GMM (Sept 25) Preparation

- In-person, first of the year.
- Will elect Nominating Committee (5 members).
- Solicit candidates in early September.

9. Miscellaneous

- **Family Vision Team (FCPP Superintendent Advisory)** – Need 2–4 parent volunteers.
- **Corporate Sponsorship** – Will coordinate with TJ Partnership Fund for alumni-linked businesses.
- **Media** – Instagram & podcast currently on evaluation. Plan for an end-of-year video montage if enough photos are collected.
- **QR Codes** – Will prepare updated ones for committees and parent volunteers to use

10. Approvals

- **Last EC Meeting Minutes** approved (pending final formatting by Raji).

11. Adjournment.

Meeting adjourned at 9:50 pm EST

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as X Presented or Amended on 09/17/2025