



## **TJ PTSA Executive Board Meeting Minutes**

07/09/2026 at 8:00 pm – 9:15 pm

### **Attendees:**

#### **Executive Committee**

President: Manisha Chhoda; First VP of Programing and Events: Kokeb Kassa; Acting Second VP of Membership and Fundraising: Maggy Li, Third VP of Communications: Thomas Stauber; Acting Treasurer: Dinesh Kumar; Secretary: Raji Madhuvana

### **Location:** Google Meet

Video call link: <https://meet.google.com/cmy-ryte-mqd>

Or dial: (US) +1 402-724-0256 PIN: 687 120 649#

### **Agenda**

- 1) Call meeting to order
- 2) Quick Introductions / Officer Availability
- 3) Key terms/docs Review key access/admin groups and support contacts.
- 4) Ways of working : Confirm EC/EB definitions and voting members.
  - a) Folder and procedure review -Read [Roles and responsibilities](#) page 4
  - b) Officer responsibilities and access
- 5) **Inherited Transition / Compliance and Operational Readiness Risk**
- 6) Governance, Documents, and Training
  - a) Robert's Rules High Level [Overview](#)
  - b) [Bylaws](#) and [LUOS](#) (Local Units Organizational Structure) Form
  - c) [Conflict of interest form](#) confirmation of signing in the meeting
- 7) Transition Closeout / Remaining KT Items (Manisha, All)
- 8) Treasurer Transition / Financial Review Readiness (Chloe-OOO)-Dinesh is covering
- 9) Membership Transition / AtoZ Readiness (Yuping -OOO)--Maggy is covering
- 10) Parents 25-26 survey responses (Manisha)
- 11) Summer Priorities (July/August training, and deadlines)
  - a) Vote for supporting personnel (All)

- b) Forming the Executive Board - Procedure and Appointing Committee Chairs and Timeline (Manisha, Kokeb, Tom)
- c) Membership and Fundraising (Yuping) - Maggy agreed to back up while Yuping is OOO until August 2nd.
- d) Communications, Marketing, and Website Readiness (Tom, Kokeb, Sandy, Manisha )
- e) Back to School Bash planning - (Aug 28th Thu, 4-7pm) Food Trucks and Inflatables (consider game truck), DJ - total budget \$5000 (Manisha /Kokeb/Tom)
  - i) Contact vendors and sign contract
- f) Treasurer side (Chloe, Dinesh)
  - i) 2025-2026 Reimbursement form (by 7/16)
  - ii) Draft Budget Creation (by 7/25)
- g) Compliance (Raji + Chloe)
  - i) Tax + auditing + pay insurance => 501(3) status => upload to website
- h) School Alignment / Principal Engagement Readiness, Connections with other stakeholders (Manisha)

12) [Proposal](#) of EC/EB/GMM meeting time. Note: [FCPS 2026-2027 Standard School Year Calendar](#)

13) Adjournment

#### Call meeting to Order:

- A quorum was determined to be present and the president, Manisha Chhoda called the meeting to order @8.05pm.

#### Approval of prior meeting minutes draft:

- **Absences/Adjustments:** Second VP for Membership and Fundraising, Yuping Schellhas is out on vacation until August 15th. Treasurer, Chloe Qiang is out of the country until July 16th, but dialed in to the call. So, a motion was passed approving Maggy Li and Dinesh Kumar to provide temporary operational support in the absence of Yuping and Chloe. Specifically, Dinesh will assist with treasury/transition work, and Maggie will support membership operations until August 2nd.

#### Transition, Compliance, & Procedures

- **Procedural Norms:** President, Manisha talked about the transition procedures and stated that June remains the target month for outgoing officers to complete and file transition documents to prepare for incoming leadership ahead of school closures. The Financial Review Committee must be established annually in April. Officers were strictly reminded to review the bylaws and procedure guidelines to ensure compliance on approval timelines and explicit operational duties.
- **Conflict of Interest Forms:** All board members are required to sign and save their Conflict of Interest forms.
  - **Action Item:** Board members must submit signed forms by **July 31, 2026**.
- **Training Updates:** Manisha confirmed attendance at the upcoming FCCPTA leadership training.

#### Treasurer's Report & Budget Review

Dinesh presented a comprehensive financial balance sheet update as of June 30, 2026:

- **Year-End Cash Position:** The PTSA will close out the books with an approximate balance of **\$56,000**. While higher than the target \$50,000 threshold (which helps simplify tax filings and minimize audit risks for non-profits), it remains a healthy baseline. Total projected availability heading into the new year sits at roughly \$150,000 when accounting for upcoming revenues.
- **Treasury Pain Points & Transition:** Dinesh noted a chaotic closeout in June due to a surge in last-minute expense submissions with vague descriptions (e.g., generic "ANGP expenses") and mismatched receipts.
- **Action Items:**
  - Dinesh will visit the school on Monday or Tuesday to retrieve and deposit an outstanding \$450 check.
  - Dinesh aims to have all accounting documents organized systematically by Saturday, pending the formal audit. Books will remain open for audit adjustments before final closure.
  - Once Chloe returns (around July 16th/17th), Manisha will coordinate a virtual transition meeting including Dinesh, Chloe, and Maggy to review the ledger spreadsheets and folder structures.

### Membership & Communications

- **System Roll-over:** Maggy mentioned that system cleanup and roll-over for the new fiscal year have been executed. All existing contacts have been reset to non-members. To date, 22 brand-new members have successfully registered since July 1st.
- **June Purchases:** Three individuals purchased memberships during the final week of June. Dinesh took an action to email these details to Maggy; these accounts will be manually adjusted to count toward the 2026-2027 active membership cycle.
- **Database Management & Email Outreach:** A temporary communication list containing roughly 300 parent emails has been generated for the incoming Class of 2030 utilizing data compiled from regional party sign-ups. Maggy and Yuping will schedule a deep-dive session to review a new automated contact upload feature available via Membership Toolkit.
- **Communications Timeline:** The first membership invitation email has been pre-staged as a draft. It will be targeted specifically to non-members on the communication list to avoid any confusion to the 22 early registrants.

### Committee Structuring & Approvals

- **Supporting Personnel:**
  - A motion was passed to approve the retention and roles of supporting administrative personnel: Laura (Admin/Management), Ben (Admin/Website tech), and Sandy (Webmaster). Catherine was noted as a volunteer for Instagram management.
- **Product Sales Policy:** Following advisory notes from Dinesh regarding high tracking/inventory overhead and direct funding competition with student academic clubs, the committee agreed to avoid product sales. The PTSA will focus heavily on direct donations and membership drives for core fundraising.
- **Welcome Parties:** The regional summer welcome parties are being planned by Kokeb, with roughly 184 people currently registered. Kokeb mentioned that Principal Mukai plans to attend all of them. Board members are encouraged to attend their respective regional events.
- **Committee Chairs:**
  - Kokeb passed motion for officially approving the continuation and placement of the following core committee chairs: All Night Graduation Party (ANGP) - Dunia, Academic Support- Yuru, College Planning- Mara Marshall, and Hospitality - Lata and Sunita,. Vice-chair roles across

these committees except for hospitality remain open. The motion was approved by the committee.

- **Health & Wellness / Reflections:** The format of Health & Wellness will be restructured. Manisha will connect with Principal Mukai on July 15th to establish communication workflows and navigate transitions regarding the departures of the school's social worker and family liaison.
  - Manisha to take over maintenance of instagram account and responsibilities on Reflections as they fall under president's responsibilities
  - Manisha intends to introduce Parent positive ambassadors , which comes under PTSA presidents

**Next Steps :**

- **Next Meeting:** The next internal meeting is scheduled for **July 29, 2026**.
- **Action Item:** Raji will compile and distribute a consolidated master planning calendar spreadsheet mapping out upcoming general meeting dates, EC/EB meetings

**Adjournment :** Meeting adjourned at 9:18pm

Minutes Prepared by Raji Madhuvana, TJHSST PTSA Secretary

Minutes Approved as \_X\_ Presented or        Amended on 07/29/2026