

Tyee PTSA BOD Meeting Minutes

Jan 18th, 2024

Zoom

TYEE PTSA
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Minutes Stand As approved on **Mar 21, 2024** BOD meeting

1. Call to Order 7:37pm

1.1 Attendance & Quorum

Quorum met & Attendance (See Appendix 1)

Stella, Xiao, Sandy, Lalitha, Yan, Elizabeth, Peggy, Kelly, Ting, Sarah, Lesley

2. Approval of Minutes

Minutes for Dec 7th, 2023, BOD meetings were approved. Elizabeth motion to approve last month's meeting; Kelly 2nd. Unanimous vote.

3. Previous month's actions:

4. Treasurer's Financial Report – Treasurer(s)

- As of Dec 31st, we have already reached our annual goal for raising Tyee Bucks. We have now raised more than \$35,000 which exceeds our budgeted amount. Our corporate matches (\$9k) is also more than our budgeted revenue.
- Expenses - no line items are over budget. Robotics club is slightly over budget as of Dec 2023 by \$188. But we are not concerned about this.
- For CC payments, we budgeted \$1750 but our current expenses are over at \$2600.
- All other items are within the budget.
- For the CDs we have already started to earn revenue from that - \$400. We need to review the CDs every 7 months in person.
- Discussion about restricted funds for band activities or brown bear fundraising: We have a way to do that in the accounting systems. If we do need to restrict any of the donations, please let Xiao and Kelly know so we can treat it accordingly.
- Brown Bear fundraising - who is driving this? The Band teacher and the spiritwear chair Christin. She wants to use the Tyee PTSA non profit to buy the car wash tickets at a discounted price. She will use her own credit card to buy the tickets. Peggy - we should make it clear how parents can pay if we decide to collect funds on behalf of the band for Brown Bear fundraising. Peggy - Christin can ask Yim to create a separate link for parents to pay.
- Xiao - Student Socials POA - received an email from Elizabeth.

5. Standard Business

5.1 Principal's Report

5.2 President's Report

5.3 Reports from:

- Ways and Means - Jenny: not here
- Programs - Lalitha:
 - One big update is the Robotics team is doing well. 2 teams are representing Tye in the Semi Finals this weekend. The club may need additional funding. The chair Prasetha is working on how much extra is needed.
 - The only concern we have is Python Club. Sometimes the members cannot come inside the school during the times the club is supposed to be on. It has happened twice. Are the doors meant to be kept open during the time the club is running? If this continues, who should Reji contact? Sandy: Reji should have a sign-up genius and ask parents to hold the doors for the kids during the start time. Elizabeth: usually for Student Socials - I let Carmen know that we need to come in at a certain time. Carmen will let the night custodian Dexter know. Kelly: The night custodian knows which clubs run at which times. He opens the door 10 mins before the club starts. A volunteer parent should get there and hold the door open. Lalitha: Will ask Reji to get a volunteer parent to do this.
 - Debate club - The current Debate club chair's son already graduated from Tye so we need to find a new co-chair. Peggy: We need to find a chair for the debate club from the debate club parents.
 - Staff Appreciation - have not had an update from Valeri since she went to India for winter break. Sandy - Lin and I were there at the winter staff appreciation and they did a great job getting donations and setting up for the staff. Lalitha - They have something planned for Valentine's. Sandy - I saw the staff lounge sofa, and it was already broken. Can the PTSA sponsor a new one? Stella - discuss later in the meeting.
- Communications - Peggy - No updates.
- Membership - Tracy (not present) - Hoping to get a replacement for the membership chair. Elizabeth will check with Sarah if she is interested.
- Grants - Yan
 - #7 Student biology book (\$2600) - Ms Williams will put a poll out to the students whether they prefer the paper or digital version. I haven't heard back yet.
 - #8 - Flooring request - 34 students so far but it is an ongoing program.
 - Rest of these I would like to go over with Mr. Lillie on the priorities.
 - Total \$15,075.
 - Kelly - have you received a request from John Peterson, he planned to send an email on behalf of the Future Problem Solvers? Yan - not yet.
 - The deadline for the teacher classroom bucks is coming up too.
 - Include approving the Teacher's Grants budget in the next board and general meeting.

- Student Socials - Elizabeth
 - Pajamas and movie night tomorrow. Peggy put out an email and that bumped up registrations to 85. We have a PJ competition with different categories.
 - Need more high school students to help out and also parents to chaperone and help set up. The projector and the screen were in the middle shelf in the PTSA closet but the screen isn't there anymore. Not sure if they are in the dungeon.
 - AMC movies will donate popcorn for the movie night for free. Elizabeth will grab 2 large bags from them and use the many popcorn bags we have.
 - PTSA has 2 popcorn machines - one in the Jubilee room in commons on top of the cabinet, other one is in the PTSA closet.
 - Kids chose the Spiderman: Across the Spider Verse movie.
 - We sent the volunteer signup to the Newport high school counseling secretary. They have a website for volunteer opportunities for HS kids to sign up for.
 - Kids getting picked up outside will have a wristband and are allowed to leave at the end. Kids without wristbands have to wait inside for their parents.
 - LNY - committee planning and preparation is going ok. There are no band or orchestra performances
 - Dances will be held in the gym from now on. Food and drinks will be in the hallway only. People need to monitor the doors and make sure food is not brought in. Entrance from the back doors.
 - Beach Party dance - would be great to have the same performer as last year to instruct the kids in the dance first.
 - Maker's Market - we have Sirisha Tadapalli chairing this. She wants to hold workshops with the kids in the last 15 mins of lunch. The first student that signs up for a particular type of food item or craft will be able to sell it. They will also have marketing, advertising, food permit etc ready. Would anyone else like to do the Maker's Market committee with Sirisha?
 - 7th Gr event - planning still ongoing, Peggy is in charge of this.
 - Lalitha - is there a way going forward that the LNY event can be called a Multi-cultural event? In Somerset they have a winter cultural event and is not specifically tied to a specific culture. Elizabeth: From my own personal perspective, LNY is held around the LNY date, with decorations specific to the date. It also includes various other cultures that also celebrate LNY. We used to have the holiday bazaar before which got too big and we had to stop having it because it was difficult managing that many attendees coming into the school.
 - Student socials POA vote: previous POA had \$8k budgeted to student socials. This updated POA shows the allocation for each event. Yan made a motion to approve the student social POA for 2023-24. Lesley seconded the motion. Passed with unanimous votes.

6. New Business

6.1 Vote for membership chair replacement

- Still pending - cannot make the discussion right now

6.2 Discuss the Grants applications

- Discussed above. Hopefully at Jan board meeting we will have the principal ideas as well so we can vote and approve the updated budget.
- Ms Williams - waiting for a poll from biology students if they prefer the digital version vs paper version. That grant application money may not be spent.
- This year budgeted \$10k for grants. also have the need to drain down the general funds. Vote will be moving from general funds to this year's budget to fund the additional grants. Yan will try to attend the meeting with Stella and Sandy and Mr. Lillie.

6.3 Jan - Discuss the surplus funds uses

- We want to drain down the surplus funds. Some ideas:
- lounge refreshment plan - the couch in the staff room is broken already. If the students in the Maker's Market don't raise enough funds, we will have a separate new budget item for the lounge refreshment plan.
- Any additional grant requests? No
- Any other ideas for the surplus funds - please email the board.

6.4 Discuss the teacher lounge refreshment plan

- Ashley Williams sent in the proposal as a grant but no committee yet. For the GM we need a proposal for an amount for the grants and the teacher lounge refreshment.
- Place as a proposal for the general membership to approve. Maybe we need to at least put up a budget of some number. A good quality couch would be \$2500 at least.
- Elizabeth will speak to Ashley to see a rough number for the budget for this.
- Whatever we have budgeted for this year for the grants, we can have the GM meeting also include the additional budgeted funds.
- **2 items that we need to get budget approval for will be the Grants budget increase to \$15k and also approve the new budget item for the teacher lounge refreshment plan.**

7. Announcements & Upcoming Dates

Jan 2024

- 1/25 - General Membership Meeting

8. Adjournment

The meeting was adjourned by Stella Chen at <9:20> pm on Jan 18th, 2024. Next general meeting Jan 25th, 2024.

9. Submitted by

Lesley Tay-Chung, Tyee PTSA Secretary, on Jan 18th, 2024.

Appendix 1: Attendance



BOD Meeting Sign-in Sheet

Zoom
Jan 18th, 2024

Quorum: 8 Total Attendance: 11 Majority Vote: 6

EXECUTIVE COMMITTEE		SIGNATURE
Stella Chen	Co-President	X
Sandy Zhang	Co-President	X
Jenny Chen	Co-Vice President – Ways & Means	
Ting Li	Co-Vice President – Ways & Means	
Lalitha Subramanyam	Co-Vice President - Programs	X
Prasetha Warriar	Co-Vice President - Programs	
Peggy Wang	Co-Vice President - Communications	X
Sarah O'Brien	Co-Vice President - Communications	
Xiao Liu	Co-Treasurer	X
Kelly Wong	Co-Treasurer	X
Lesley Tay-Chung	Secretary	X
BOARD OF DIRECTORS		SIGNATURE
See EC Above	See EC Above	See EC Above
Tracy Daguitera	Membership Chair	
Yan Shen	Grants Co-Chair	X
Iris Huang	Grants Co-Chair and President Volunteer Service Award	
Peggy Wang	Advocacy Chair	X
James Burke	At-Large Board Member	
Elizabeth Lindquist	Student Socials Chair	X
SCHOOL REPRESENTATIVES		SIGNATURE
Byron Lillie	Tyee Principal	
James Burke	Staff Representative	See BOD Above
COMMITTEES		SIGNATURE
Jingyuan Luo	BSF Ambassador	

Lesley Tay-Chung	Book Fair Chair	X
Christin Aminoto	Spiritwear Chair	
Valeri Makam	Staff Appreciation Chair	
Lynn Zhang	Staff Appreciation Chair	
Chu Chen	Volunteer Coordinator	
Christin Aminoto	Walk About Chair	
CLUBS		SIGNATURE
Eun Bae	Chess Club	
Li Jin	Chess Club	
Joanne Wang	Competition Math Club	
Dongbin Xu	Competition Math Club	
Dora Yin	Competition Math Club	
Carolyn Li	Competition Math Club	
Lily Yin	Cooking Club	
Reji Dasan	Python Bytes	
Prasetha Warriar	Robotics Club	
Li Li	Speech and Debate Club	
Johannes Grad	Programming Competition	
Katherine Ma	Science Bowl	
Grace Yu	Science Bowl	
Yiwen Sun	Science Bowl	
VISITORS (Print Name)		SIGNATURE