



Minutes – PTSA Meeting April 5, 2022 6:30pm

I. Call to Order, Establishment of Quorum

7 Voting Members

Rosalind Muchiri called the meeting to order at 6:45 pm

I. Minutes Approval

7 Voting Members

Motion to approve the minutes by Susan Su and 2nd by Anne Sellers

II. Requested Agenda Topics

○ Bylaws review and approval

Melissa Major

Melissa provided an overview of the bylaws, noting that the new bylaw template is very similar to the old. The bylaw committee (Alisa, Melissa and Anne) recommends one key change from last year and that is to allow more flexibility in the timing of elections and bylaw approval by allowing a meeting either in May or June (rather than just June). Motion to approve bylaws by Ting-Yi Huang and seconded by Susan Su. Next steps in process is to send the bylaws out at least 30 days prior to general membership and hold a meeting in early June for approval. No final decision made on date of June meeting.

○ Clarification of Board of Directors (for establishment of quorum)

Anne Sellers

Board of Directors is made up of Executive Committee members, Principal or their representative, SGA rep or their representative, 2 PTACHC representatives, and the Chairs of the standing committees. A quorum is defined as a majority of these members. Proposed list of standing committees reviewed and agreed upon (see updated roster). Discussion occurred as to how to improve the communication and understanding of the responsibilities of all the standing chairs next year. All Chairs should understand the expectations (explained by the nominating committee); a hand off should occur from the departing chair to the new one and there should be an orientation to all new officers.

○ Officer Nominating Committee

Ting

Nominating committee must be formed to nominate members to fill executive committee positions. Nominating committee should be formed 2 months prior to the election per the bylaws. It appears that the only position needing to be filled for next year is the President. Melissa Major, Susan Su and Stephanie Costello will form the nominating committee. Motion to approve Mike Fang and seconded by Yali Mao. If the nomination is contested we will need to vote by ballot. If it is uncontested, then a voice vote will be used.

○ After Prom

Rosalind/Ting

Discussion focused on huge task of raising the remaining funds to pay for the event. Event cost is approximately 15K, estimated ticket sales at 8K with gap 7K. Ticket sales are key as they must offset the costs; they will continue up until the event. Student groups are engaged to promote the event, along with repeated communications to the CHS community (Rosalind requests that three students are added and will send Sue the names). Discussion around what options we have to reduce the cost of the event. Can negotiate the cost down by \$4,000 (food), but Rosalind wants to focus on raising the money. Suggest supporting by direct donations or gift cards.

Zumbathon fundraiser will be held in June. Need to advertise at CES and BMMS and Principal Cindy will push on the school platforms. Thank you, Yali, for your hard work on the April event.

Rosalind requested that everyone volunteer to support the After Prom ticket sale table at lunch from now until AfterProm (not counting Spring Break).

III. Principal's Report

Cynthia Dillon

Graduation has been set for June 3rd with an early dismissal for underclassmen. There are only 44 days of school left with the last day on 6/17! Finals will be held the last four days of school. Very busy time of year. All music concerts are this week. WorldFest is tomorrow. Musical is ongoing. All the parental support is greatly appreciated. Maryland required testing will start after spring break.

IV. Treasurer's Report

Yali Mao

Update provided – see attachment. Main concern is After-Prom fundraising gap

V. PTACHC Report

Melissa Major

PTACHC is struggling with the method for holding meetings – in-person, hybrid, or virtual. The Board of Directors unanimously support a virtual option.

VI. SGA Representative Report

Renee Wu

Update provided – see attachment

VII. 2021-2022 Standing Committee Reports:

A. Communications

Susan Su

Update provided – see attachment

B. Fundraising – Chipotle tomorrow

Rita Wang

Update provided – see attachment

C. Staff Appreciation

Rosemary, Eileen, Lorri

Update provided – see attachment

VIII. Special Committee Reports:

D. After Prom

see above

Partial update provided by Susan – see attachment

IX. Upcoming Meetings

Next Board Meeting – **Tuesday May 10, 2022 6:30 PM - 8:00 PM**

X. Adjourn

Motion to Adjourn by Debra Kariuki and 2nd by Anne Sellers. Meeting adjourned at 8:14 pm.

Minutes submitted by recording secretary, Alisa Brandes.

Attendees: Alisa Brandes, Rosalind Muchiri, Ting-Yi Huang, Yali Mao, Anne Sellers, Cindy Dillon, Melissa Major, Deborah Kariuki, Stephanie Costello, Mike Fang, Shenghui Susan Su

CHS PTA Updates – as of 4/5/22 2:30 pm

Treasurer

- Clothing to Cash is kept being low, comparing to the previous years and the budget plan.
- Raised \$300.75 cash from the Zumbathon on April 2, 2022, with almost 100 attendees while only 6 registered through CHS PTSA. Plan to hold a fundraising Zumbathon in early June, need to promote and attract more people on CHS PTSA side.
- \$60 After Prom donations before Feb 2022 were miscounted toward membership donations. Found the details and made the adjustment.
- After Prom status: (not including bus ticket sale and PayPal fees)
 - Expense plan: \$23000 (Main Event cost: \$22000, Prizes/Giveaway: \$1000)
 - Fundraising/Donations/Sponsors (by 4/3/2022): \$8010.75 (checks: \$725, fundraising \$300.75, PayPal \$2985)
 - Need to raise more \$14989.25 while bus ticket is expected to be \$8000.

SGA Representative Report

- Spring Spirit Week from 4/4-4/8 (4/8 is Spring Pep Rally Day)

- Hosted a successful stressless week in collaboration with CHS Active Minds
- General PTSA announcements were posted on SGA's Instagram for students - advertised After Prom and scholarship opportunities
- Advertisements for After Prom and Zoombathon were sent out to the CHS community through social media and canvas

Communications - Susan

- My only child is graduating from CHS in May. I am resigning from the positions including Web Admin, Communications chair, and Scholarships Committee, effective as of May 31, 2022. Gena Chung, genakchung@hotmail.com has agreed to fill in the position of Web Admin & Communications chair for the school year of 2022-2023.

Fundraising

Chipotle restaurant fundraiser at Chipotle on 4/6

Staff Appreciation

- Staff gifts of granola bars were given to each member (with the help of CHS students).
You're the best
BAR NONE
We're lucky to have you!
- Once there are dates for junior interviews, we will help with refreshments.
- We are helping with the after prom party by providing coffee (if allowed), decorations and labels for volunteers.

After Prom. As of 4/4/2022,

After prom tickets sold, 17

Bus tickets sold, 7

Personal Donations received, \$2,085

Business Sponsors Donations received, \$300