

**Somerset Elementary PTSA**  
**EC Meeting Minutes**  
**Friday, September 2<sup>nd</sup>, 2021, 7:00pm – 8:00pm**  
**Virtual via Zoom meeting**

**Attendees:** Yim Cheng, Peggy Wang, Xiaojing Chen, Catherine Qu, Xing He, Beibei Yang, Lily Zhu, Yuki Yang

**Quorum Present: Yes**

**Notice Given: Yes**

### **1. President Update**

- Yan will resign from EC meeting and take over curriculum enhancement for all grade levels.
- All communications and request needs to go through email. Messaging app is not efficient form of communication right now.
- VP can make final decision for their respective roles as long as they are within budget. If they have any questions or decisions they can't make amongst themselves, can ask the group for support/advice.
- Discussed division of labor between VP Programs. Currently, whoever starts the discussion with the chair will follow up to the end. Would like an update about the different programs in the next Board meeting: Reading Club, Passport Club and Birthday Club. When it will start, what is the plan.
- Usually during BOD meeting, we first do administrative work, approve meetings minutes. Then each VP provide their updates such as status of current fundraising, different programs. What they did for previous month and what we are planning to do for the upcoming month. Ask for feedback from principal and board members. Need at least one representative from each VP position. Would like everyone to attend on the first BOD meeting. BOD meeting day/time already fixed.
- **Todo:** Regarding regular EC meeting, need to fix a time that works for everyone and stay with that schedule/time every month.
- Each EC can only stay in their position for only 2 years. Need to either decide to change roles or resign. Ideally best to train/ramp up new replacement by end of the year.

### **2. VP Communications Update**

- All VPs and chairs need to decide the content that goes into the newsletter and when it goes out. The request to VP communications should ideally be sent by Thursday of that week, latest Saturday morning if it's an emergency. Newsletter contents should be short and summarized, any additional information should be provided in a link.
- We are currently following the calendar that was originally planned at the start of the year. If any changes need to be made, ideally it should be made 2 weeks in advance and provide update to Yim or Peggy. Parents sync their calendar to PTSAs and best not to change last minute.

### **3. VP Means and Ways**

- **Todo:** VP Means and Ways needs to decide whether they will host auction this year by end of October as it requires a lot of planning. Also needs to decide what prize/gift to provide for Fall Fundraising donors.
- During fundraising period, should provide an update every week in the newsletter. VPs decide content and way to present the information

### **4. VP Programs**

- **Todo:** Follow up and provide an update about the different programs in the next Board meeting: Reading Club, Passport Club and Birthday Club. When it will start, what is the plan.
- **Todo:** Follow up with spiritwear chair about current inventory and about EC shirts.

### **5. Other**

- PTSA Office cleanup next Thursday September 9<sup>th</sup>. Clean, organize and document the items. Donate/Use Up/Throw out anything that shouldn't stay there

Meeting was adjourned at 8:00pm

**Signed by:** Yim Cheng, Secretary, 09/02/2021