EPC Executive Committee Meeting
August 17, 2018
9:14 a.m. - 11:15 a.m.

In Attendance:
Michelle O’Malley, President
Andrea Doan, Vice President
Kristin Wyatt, Treasurer
Kathy Hotchkies, Secretary
Jia Li, Community Coordinator, Pre-elementary
Patricia VedBrat, Community Coordinator, Upper Elementary
Monica Maling, Invited Guest
Minnu Kotha, Invited Guest

1) **Review minutes from June** – about $800 leftover budget before final expenses submitted (End of Year picnic, etc.)

2) **Review 2018-2019 Budget approved in May 2018 by Board** – perhaps revise tracking at end of this year to put Game Night expenses in Sno-King/Community Events category instead of Learning Events

3) **Welcome Picnic**
   a) **Wednesday, September 5 from 11:30 a.m. to 1:00 p.m. on the Sports Court**
   b) Setup start at 10:00 a.m.
   c) Igor to setup tables, chairs, put up EPC banner
   d) Monica to order sandwiches from QFC, no mayo – condiments on the side if possible
   e) Kristin to pick-up QFC order
   f) David Charter to do Costco run – string cheese, apple slices and cookies for ~200 people
   g) Monica to supply water dispensers, compostable cups, plates, napkins, table signs, name tags and sound system
   h) New to Eton (90 students) receive Eton t-shirt and Eton bag, pre-labeled for handing out but able to exchange shirt size if necessary
   i) New to a Level receive Eton t-shirt and name is checked off printed list from Monica (so we know who came to the picnic)
   j) Name tags and t-shirt tables located next to each other and near door to ramp so you do both upon entering picnic, name tags self-written
   k) Older students managing line for name tags & t-shirts as well as compost & recycling bins
   l) Sonja Everson (Director of Admissions) and Michelle to speak
   m) Michelle to e-mail Volunteer Coordinators, Maya & Franziska, requesting attendance
   n) Monica to circulate Room Rep list
   o) Community Coordinators to e-mail Room Reps encouraging their attendance

4) **First Thursday Coffee – Welcome Back, What’s New?**
   a) **Thursday, September 6 at 8:45 a.m. in Casa 207**
   b) Monica has coffee, will supply milk/cream
   c) Andrea to pick up bakery items and fruit
   d) Michelle, Monica and Patricia to work on a poster highlighting campus improvements and new staff
e) Volunteer Sign-Up to be available – simple paper to write down your name and e-mail address if you are interested in learning about volunteer opportunities; emphasis of coffee is on updating people and welcoming them
f) Michelle to e-mail Volunteer Coordinators, Maya & Franziska, requesting attendance

5) Staff Appreciation Smoothies
a) **Wednesday, October 10 at 9:00 a.m.** *Note* Date changed from 9/19 due to 7th/8th trip conflict
b) Monica to inventory cups and labels
c) Further decisions to be made at next EPC Executive Committee meeting (9/28)

6) EPC General Meeting: evening Volunteer Kick-Off
a) **Wednesday, September 26 at 6:15 p.m. in the Library Room**
b) State of School will be delivered via blog or possibly video this year
c) Setup to begin at 5:30 p.m.
d) Kristin to order pizza for adults and childcare
e) Andrea to pick up apple slices for childcare
f) Monica to supply water dispensers and compostable cups
g) “What’s New?” and “Volunteer Opportunities” posters to be displayed
h) Michelle conducts short business meeting
i) Community Coordinators introduce Room Reps present and explain function of Room Reps
j) Volunteer Coordinators talk about volunteer opportunities and last year’s accomplishments
k) Sign-Up sheets available for volunteer opportunities

7) Cultural Fair
a) **Saturday, September 29 from 12:00 p.m. to 3:00 p.m. at the Main Building**
b) Monica creating Sign Up Genius link to be included in Sept 5 EPC Newsletter
c) Meetings on Fridays, September 7, 14 and 21 at 9:00 a.m. in Casa 207
d) Cultural Fair prep all day on Friday, September 28

8) Picture Days
a) **Tuesday, September 25 and Wednesday, September 26**
b) Monica will manage volunteer need; some people have been filling out the online Volunteer Form which lists Picture Day as an option
c) 2 volunteers needed for 2 or 3 shifts; 1 to write down student’s name and another to manage the line of students
d) Tricia Enfield photographer again

9) EPC Newsletter
a) **to be distributed Wednesday, September 5**
b) Monica and Kathy to create
c) Will include 1st Thursday Coffee, EPC General Meeting/Volunteer Kick-Off registration and Cultural Fair volunteer sign-up and registration

10) Parent Information Nights
a) **Pre-Elementary on Monday, September 10 at 6:15 p.m. in your Mezzo classroom**
   i) No outside speakers this year (i.e. Head of School, Assistant Head of School, Director of Development, EPC officer, etc.)
   ii) Jia will e-mail Room Reps asking them to request speaking time from their teachers so they can introduce themselves to the class and explain their role and plans for the class for this school year
b) **Lower Elementary on Wednesday, September 5 at 5:30 p.m.**
   i) David Charter to speak for EPC (Michelle is back up)
c) **4th Grade on Tuesday, September 18 at 6:15 p.m.**
   i) Patricia to speak for EPC
d) 5th Grade on Tuesday, September 4 at 5:30 p.m.
  i) Kristin to speak for EPC

e) Middle School on Thursday, September 27 at 6:15 p.m.
  i) Patricia to speak for EPC

11) Sno-King Community Event
   a) MLK, Jr. day (no school), Monday, January 21 from 12:30 p.m. to 2:30 p.m.
   b) Kathy has reserved Sno-King starting at 12:00 p.m. to accommodate early arrivals since available
   c) We plan to get 2 instructors from 1:00 p.m. to 2:00 p.m. to float around the rink helping beginners. $1/hour per instructor = $120 like last year; exact instructors to be confirmed closer to the date

12) Learning Event Speakers
   a) Options currently approved by Admin Team
      i) Kathy Slattengren – “Anger and Consequences vs. Empathy and Solutions”
      ii) Gloria DaGaetano (former parent) – “How Literacy Reduces Aggression” or “The Developing Brain and Technology”
      iii) Jehan Osanyin/Earthseed – Theatre in wild spaces making them “decolonized” where all identities belong, developing self from inside instead of in opposition
   b) Ideal is two speakers – one at January general meeting (1/23/19) and another in March or April
   c) Learning Event Speaker scheduling to be handled by VP going forward
   d) Andrea will research more ideas and we will discuss further at future meetings

13) March Executive Committee Meeting date conflict
   a) Changed to Friday, March 22 at 9:00 a.m. in Casa 207
   b) No School on originally scheduled date of 3/29
   c) It’s possible we will not need this meeting but we can cancel it closer to the time if not needed

14) Debrief of End of Year Picnic 2018
   a) Monica noted we need a point person to stay through the entire event; there was a lot of trash to be cleaned up in the covered picnic area and leftovers to manage along with borrowed coolers to return, etc.

15) February 1st Thursday Coffee theme change
   a) New guests: Eton School Board
   b) Unable to get specialists since they are all off campus or teaching at that time
   c) Will skip theme/guest for April 1st Thursday Coffee (when Board was originally scheduled)
   d) Good to have Board before the Gala

16) EPC Executive Committee & Eton School website
   a) Monica asked Alice to update EPC Executive Committee permissions to links on Portal under the Groups tab
      i) EPC Executive Committee - President and Secretary should have Admin (write) access; VP, Treasurer and Community Coordinators should have Read access
      ii) EPC Learning Events - VP should have Admin access; President, Treasurer, Secretary and Community Coordinators should have Read access
      iii) EPC Community Coordinators – Community Coordinators should have Admin access; President, VP, Treasurer and Secretary should have Read access
   b) 2017-2018 EPC Executive Committee can also be deleted from the EPC webpage

Next EPC Executive Meeting is Friday, September 28 at 9:00 a.m. in Casa 207