

EPC Executive Committee Meeting

October 26, 2018

8:57 a.m. - 11:02 a.m.

In Attendance:

Michelle O'Malley,	President
Andrea Doan,	Vice President
Kathy Hotchkies,	Secretary
Jia Li,	Community Coordinator, Pre-elementary
Patricia VedBrat,	Community Coordinator, Upper Elementary and Middle School
Monica Maling,	Invited Guest
Karen Yeh,	Invited Guest

- 1) **Review minutes from September**
- 2) **EPC Executive Committee March 22 meeting CANCELLED**
 - a) Already moved once from March 29 because no school that day
 - b) March 22 is Founder's Day so Monica is unavailable
 - c) Will schedule March meeting if deemed necessary closer to the time
- 3) **Cultural Fair recap**
 - a) Over 400 people attended
 - b) Expense ~\$6500, income ~\$3500 from adult ticket sales
 - c) Too much food and Qdoba liked but didn't seem necessary
 - d) Hot dog machine purchased and now owned by Eton
 - e) Next year consider hot dogs, Indian, Ishtar and less noodles (order just 1 chicken, 1 tofu)
 - f) Possible registration only next year/free event, if so do not ask for donations either - keep focus on community building and highlight event when Annual Fund kicks off shortly afterwards
 - g) Country tent on end by playground should have three walls (wind kept knocking down displays with only 2 walls)
- 4) **Staff Appreciation Smoothies**
 - a) Files with info including recipes are available on the Portal
 - b) Monica to upload Smoothie Label documents to Portal
 - c) Notes were made in files for tweaking next year – for example to have paper bags for compost and boxes for delivering smoothies
 - d) Feedback from teachers was that they enjoyed it
- 5) **First Thursday Coffee**
 - a) **Thursday, November 1 in Casa I**
 - b) Unable to get Dr. Smith for Q & A as originally planned so pushed back to December coffee
 - c) Kathy to e-mail Dr. Smith and Ms. Gaskins to see if they can both attend December coffee for Q & A
 - d) Coffee cart service scheduled for November and December coffees
 - e) Monica to see about coffee cart service for whole school year in celebration of 40th Anniversary then maybe next year just at Sept and June coffees, everyone really enjoys it
 - f) Some people thought Oct coffee cart meant you had to pay for your beverage – will advertise as “complimentary” in future communications to be clear
 - g) Monica to provide food for November coffee
- 6) **Learning Event Speaker – January**
 - a) **Wednesday, January 23, 2019 at 6:15 p.m. in the Library**

- b) Christine Clancy Ph.D. to cover anxiety, mood disorders and social challenges for children age 9 and up
 - c) Andrea to work on description for advertising event
 - d) Andrea to send speaker school website link so she can familiarize herself with her audience and Eton School's mission
- 7) **Family Game Night**
- a) **Friday, November 9 from 6:15 p.m. to 8:00 p.m. in the Main Building**
 - b) Setup to start at 5:30 p.m.
 - c) Still need volunteers for setup and clean up
 - d) Jia to pick up food: 3 packs Madeleine's, 2 packs assortment of chips, 8 packs apple slices
 - e) Kathy to supply bowls for food
 - f) Monica to supply water dispensers, cups, napkins and table signs (Thank you for keeping food and water in this room only!)
 - g) Alice and Monica to create flyer to be sent home on Friday, November 2 and should include note about how school receives 10% of sales
 - h) Andrea asked for game suggestions to request from Uncle's Games – Kingdomino, Sleeping Queens, Dragonwood, Eleminis, Sequence and others mentioned
- 8) **Gala Planning Meeting**
- a) **Friday, November 9 at 9:00 a.m. in Casa 207**
 - b) Kick-off meeting
- 9) **EPC Newsletter**
- a) **to be distributed Tuesday, October 30**
 - b) Monica and Kathy to create
 - c) Will include 1st Thursday Coffee, Family Game Night, Gala Planning meeting
- 10) **Treasurer's Report**
- a) Kristin sent report to Monica
 - b) \$640.06 spent on Welcome Picnic
 - c) \$294.97 spent on September Learning Event: Volunteer Kick-Off
 - d) Remaining Balance = \$5,564.97
- 11) **40th Anniversary Activities**
- a) Students planted crocus bulbs around campus
 - b) Magnet machine purchased and students making Eton magnets to be given out at Grandparent's/Grandfriend's day
 - c) In February further planning will start for the 40th Anniversary Party on Friday, May 3, 2019

Next EPC Executive Meeting is Friday, November 16 at 9:00 a.m. in Casa 207