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