EPC Executive Committee Meeting
May 31, 2019
8:56 a.m. - 10:35 a.m.

In Attendance:
Michelle O’Malley, President
Andrea Doan, Vice-President
Kristin Wyatt, Treasurer
Kathy Hotchkies, Secretary
Jia Li, Community Coordinator, Pre-elementary
David Charter, Community Coordinator, Lower Elementary
Patricia VedBrat, Community Coordinator, Upper Elementary and Middle School
Monica Maling, Invited Guest
Meredith Atkins, Invited Guest
Karen Yeh, Invited Guest

1) Review minutes from April 26
2) Treasurer’s Report
   a) Remaining Balance = $1,528.22 which includes the Staff Appreciation Lunch (minus tip since event has not happened yet)
   b) Budget was skewed this year by donations (parents buying food for First Thursday Coffee and not expensing it, etc.) as well as the 40th Anniversary which caused Eton to pay for some things covered by the EPC in the past (ex. Spring Fling Ice Cream Social replaced by 40th Party in the Park)
3) June First Thursday Coffee “New Families and EPC Exec 2019-2020”
   a) Thursday, June 6 after arrivals in Casa I-II
   b) Seattle Espresso coffee cart will be there
   c) Monica: order pastries from French Bakery or similar and fruit
   d) Monica: put out A-boards reminding people of the coffee on the day of
   e) Kathy: will look into gluten-free bakery option
4) EPC Final Meeting/Elections/Volunteer Thank You review
   a) Low attendance, no teachers or staff, just Dr. Smith
   b) Consider incorporating May EPC Business Meeting into May Coffee next year
   c) Monica to speak to Kris/Admin team about creating consistent volunteer/parent thank you across grades (Mezzo does Parent Breakfast in June, other grades are hit or miss); Better to have Volunteer Thank You come from teachers vs. EPC event which consistently has low attendance
      i) cards from students directly after volunteer effort (after class party, chaperoning field trip, class party helpers, etc.
      ii) cards from students at end of year but then teacher has to keep tally of parent volunteers, good for on-going volunteer efforts though like reading parents
      iii) EPC could create card template if desired
      iv) larger volunteer events like Cultural Fair, Gala, etc. can be e-mail thank you from Monica
   v) Parents don’t need a gift; cards or verbal thank you appreciated
5) Staff Appreciation Lunch
   a) Wednesday, June 5 from 11:00 a.m. to 1:00 p.m. in the Activity Room
   b) Low on Iced Tea sign up and one greeter slot – Patricia signed up for tea, Jia can stay to greet after setup
c) Monica says she has enough plastic wrap/tin foil/Ziplock bags for taking care of leftovers

d) Use white table cloths to decorate

e) Kristin will see if Berengaria wants to do ~25 potted flowers/herbs for decoration and take-home gifts again; if not Kathy will do

f) Kathy will work with Alice to send out a special EPC Newsletter today reminding parents about sending in cards for teachers June 3-7

g) Monica to speak to Kris about moving Staff Appreciation Lunch to during National Teacher Appreciation Week next year (May 4-8, 2020) – it was very confusing for families as many schools celebrate that week and it has gained more popularity (restaurants/businesses advertising deals for teachers that week, etc.)
   i) Conflict with using Activity Room because of Lower Elementary Play practice
   ii) Use Casa I-II instead?

6) **End of School Year Picnic**
   a) Wednesday, June 12 from 12:00 p.m. to 2:00 p.m. at Perrigo Park
   b) Karen & Michelle to coordinate Otter Pops (purchase, freezing and delivering to park) – Anne Pace’s extra large cooler is available in the downstairs Casa storage room
   c) Jia to transport and setup water
      i) Large compost bin
      ii) 2 Gatorade Coolers
      iii) Compost-able cups
      iv) Pitcher (for filling coolers at park from tap)
      v) Wipes and hand sanitizer
   d) Kathy to help with clean up
   e) Kathy to e-mail David to see if he will bring sports equipment

7) **Other Business**
   a) Eton School Reviews – Facebook, Google, Yelp
      i) Add your positive review and encourage anyone you know who would be interested
      ii) If reviewing for the first time it’s helpful to create reviews of several businesses so your Eton review is given more weight/recommended

       **Next EPC Executive Meeting is Friday, August 16 at 10:00 a.m. in Casa 207**