

# 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 40<sup>th</sup> Anniversary which caused Eton to pay for some things covered by the EPC in the past (ex. Spring Fling Ice Cream Social replaced by 40<sup>th</sup> 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**