

## **EPC Executive Meeting Minutes - September 27<sup>th</sup> 2019 at 9:00 a.m.**

Attendees: Monica Maling (School Liaison), Andrea Doan, Meredith Atkins, Jia Li, Kristin Wyatt, Franziska Eckerlin and Florence Bernhard (Guest)

Absent: Christine Han, Karen Yeh

### **Topic 1: Minutes from August**

Correction required and integrated into the prior minutes

Decision: Meeting minutes accepted, motion approved

### **Topic 2: September Friday Coffee**

- Great first Friday coffee. Strong attendance (no count available).
- Budget requirements for 1<sup>st</sup> Friday coffee to be considered. So far, this has been largely donation based. Budget for 1<sup>st</sup> Friday coffee is currently at \$0.
- Decision: Assign \$25 per coffee as budget.
- Action Andrea: Follow up with board/Dr.Smith to review budget. Report back to treasurer to adjust.

### **Topic 3: Welcome picnic**

- EPC recognized a great attendance and strong organization of event. Thanks to staff parking elsewhere, no constraints and event went smoothly.
- Including class reps in classroom for Q&A vs picnic was the right choice and is recommended.
- Decision: Need someone behind food tables at all times – role is to direct and advise on trash.
- Decision: Add gluten free options and present separately. Promote more healthy options and ensure complete nut free choices.
- Decision: Add description for trash options, specifically what can be composted.
- Discussion on sequencing of new to school/new to level orientation and picnic. Some overlap and consequent lack of visitors in pre-el orientation was noticed.
- Action Monica: Discuss options with pre-elementary team and report back to EPC.

### **Topic 4: Learning event with Dr. Bachleda**

- ~50 adults and 20 kids in attendance. Great turnout.
- Loved the interactivity of the event.
- Decision: Other food options are needed. Growing tired of pizza and value vs food experience is low.
- Decision: Pick up social emotional theme for speaker in January.
- Action Monica: Review communication approach of Eton on SEL, e.g. integration into curriculum. Address perception that Eton lacks consideration of SEL within the curriculum. Discuss option for parent groups (voluntary) to be led by Kris. Include section in newsletter and include list of resources.
- Action Franziska: Revert back with other, healthier food choices, during October EPC.

- Action Meredith: Survey Monkey link to be included in newsletter. 5 – 6 questions on the experience.

#### **Topic 5: Cultural Fair**

- Largest event ever: 530 attendees.
- Decision: More noodles and Indian food.
- Decision: Need more signage for trash and compost options. Same learning from welcome picnic apply.
- Action Monica: Organize more large garbage cans for all events.

#### **Topic 6: Sno-King**

- Usual timing on MLK is not an option. Meredith working to secure March 27<sup>th</sup>, yet to be confirmed.
- Discussion on lack of responsiveness of accountable team at SnoKing.
- Costs were raised by \$1 per attendee. Price increase already considered in budget.

#### **Topic 7: Annual fund**

- Fund drive will be kicked off with letter and activity beginning of October.
- Fund drive lasts from Oct 1<sup>st</sup> to June 30<sup>th</sup>. Parents are giving choices to pledge now and pay later.
- Several raffle ideas were discussed e.g. buckets to tickets to win teacher experiences, attaching comms and activities to all events, asking Lauren to sell tickets. No
- Decision: Separate raffle from annual fund drive.
- Action Monica: Find a raffle chair.
- Decision: EPC to do something special during fund drive.
- Action Monica: Follow up with Dr. Smith on expectations and communicate back to EPC.
- Action Andrea: Align EPC on nature of challenge. Most likely a matching challenge.

#### **Other topics**

- Game night
  - Vendor confirmed for game night. For next year, consider to move ahead without a vendor and have parents sponsor table.
  - Action Monica: Include reminder to bring their own games to newsletter and webpage.
- Gala
  - There is no gala.
  - Action Monica: Need communication on Eton's decision of no gala.
- Spring fling.
  - Concept of Spring Fling changed. Decision made to rebrand it into "Eton Community Celebration", which includes the ice cream social and book fair. No art fair.

#### **Budget update**

Annual budget: \$6,500; Actual spent YTD: \$1,065.80; running favorable. Missing 1<sup>st</sup> Friday coffee expense.