

EPC Executive Committee – Virtual Meeting Minutes

April 24, 2020: 10:14 a.m. - 10:45 a.m.

1. In Attendance:

Andrea Doan	President
Meredith Atkins	Vice-President
Franziska Eckerlin	Treasurer
Karen Yeh	Secretary
Jia Li	Volunteer Coordinator
Kristin Wyatt	Community Coordinator
Christine Han	Community Coordinator
Monica Maling	Invited Guest

2. Meeting called to order.

3. Approval of February 21st meeting minutes. Approved.

4. Planning for EPC Annual Meeting, May 15, 2020 at 10 a.m.

Format: Zoom

Agenda: vote in slate, treasurer's report, volunteering for Cultural Fair (get booth leads).

Time: 10 a.m. – 11 a.m.

Registration: Register via link that will be posted in Community Connection, EPC Newsletter, and Monica will issue some personal invitations.

Direct questions about remote learning to Kris Gaskins.

Include biography and photo for each candidate in EPC New. Community Coordinator bios will be included in a future newsletter.

Vote-in new slate of candidates for next year's EPC Exec. Committee.

Vice President: Tiffany Sparks-Keeney

Secretary: Janani Arvind

Treasurer: Karen Yeh

Volunteer Coordinator: Charles Potter and Laura Harris

As the current Vice President, Meredith Atkins becomes President per EPC bylaws.

Other positions:

Pre Coordinator: Florence Bernhard

LE Coordinator: Jia Li

UE/MS Coordinator: Kristin Wyatt

5. Welcoming of new families –what is EPC's role for welcoming families?

Room Reps will be contacting new families. For next school year, a welcome pack will be sent to each new student. It will include Eton gear plus a welcome letter and information. This way, EPC can focus on greeting families and lunch at Welcome Picnic rather than distribution of materials.

6. Staff Appreciation Lunch (or other ideas?)
 - \$4,500 budget is remaining due to event cancellations. Does the school have to exhaust the money allocated for EPC per year? Monica or Andrea will need to check with the governing committee.
 - Ideas: Send teachers/staff something in the mail? Monica will email EPC with the number of people involved. Will decide on what to do for the staff. Since EPC money is supposed to be spent on families, is it an option to send something to all of the students? Suggestions: notepads, craft kits?
 - Craft kit? Suggestion to partner with a local art studio to send craft kits to families. Monica will talk to admin team and reach out to Redmond Art Studio if approved.
 - Would a Townhall for parents or students or levels be helpful? Some members concerned that parents are already managing enough with remote learning, perhaps another meeting would be onerous.

7. Cultural Fair Planning:
 - For any event Eton plans in the future, consider outlining the process: Goal → Contingency → Cancellation. Including a caveat when announcing volunteer opportunities for future events may help families to be more comfortable with their volunteer commitment. For instance, for the Cultural Fair, a caveat could be: Cultural Fair is planned to be on September 26. Depending on the state of current affairs, the format may be different than in previous years, e.g. perhaps a virtual rather than a physical booth. If there is uncertainty beyond <a specific date>, Cultural Fair will be cancelled.

8. Other Business: None

9. Meeting Adjourned

Next EPC Executive meeting is May 29, 2020.