

## EPC Executive Committee – Virtual Meeting Minutes

May 29, 2020: 10:07 a.m. - 10:52 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
Charles Potter	Invited Guest – incoming EPC board member
Janani Arvind	Invited Guest – incoming EPC board member
Sanjay Ramaswamy	Invited Guest – Mezzo 4 parent.

Monica Maling                      Invited Guest

### 2. Meeting called to order.

### 3. Approval of April meeting minutes: Move to Approve: Meredith Atkins. Approved.

### 4. Welcome New Families: Monica has reached out to room reps to work with them on how to approach new families. New family welcome packages were well received. Monica will let EPC know if she needs assistance.

### 5. Teachers and Staff Appreciation: 65 Visa gift cards (\$50 each) and 65 boxes of Hawaiian Host Chocolates for teachers and staff. Will be distributed on June 10, 2020.

### 6. Cultural Fair: Anica Harris and Monica have been working on Cultural Fair. They are looking for recommendations for booth hosts. Could use eight more booths. Kristin suggested a National Parks booth.

### 7. Other Business:

- Monica looking for Room Representative recommendations.
- Budget summary: from the \$4200 left in the budget as of last meeting, \$3942 was used for the staff appreciation event (\$500 chocolates, \$3442 gift cards). The \$258 remaining does not carry over to next year and will be returned to the school.
- Questions regarding the school's response to COVID for the board were discussed.

### 8. Meeting Adjourned

**Next EPC Executive meeting is Fall 2020.**