

EPC Executive Committee – Virtual Meeting Minutes

Oct 16, 2020: 9:35 a.m. to 10:51 a.m.

1. In Attendance:

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| • Meredith Atkins | President |
| • Karen Yeh | Treasurer |
| • Janani Arvind | Secretary |
| • Laura Potter | Volunteer Coordinator |
| • Monica Maling | Invited Guest (Director of Development (EPC liaison)) |
| • Janice Zhang | Invited Guest (Pre-elementary Community Coordinator) |
| • Jia Li | Invited Guest (Lower Elementary Coordinator) |
| • Kristin Wyatt | Invited Guest (Upper El/Middle School Coordinator) |

2. Meeting called to order by Meredith.

3. Approval of 9/25 meeting minutes: Move to Approve by Meredith. Seconded by Laura. Approved.

4. Second virtual coffee – *review* Meredith

The event was divided as remote and in person learning groups.

No coffee in November, there's one December 4 at 9:30 a.m. People can go into next level break out rooms during coffee. Laura, Meredith and Karen can talk about lower elementary experience, Kristin and Bridget can talk about upper elementary.

Is there any way we can formulate more than one coffee at two different times? Monica to get more clarification.

5. Halloween Surprises – *planning update* All

Kristin surveyed the Upper Elementary families and received 16 out of 36 responses. Question around Netflix, Amazon or Disney +. Another question around films preference and time preference. Not enough response on survey, can we push survey in Seesaw or the Community Connection? Kristin to share the write up on the dates and plan for Halloween surprise. Planning evite for viewing party. Kristin is taking care of Grades 4/5 and 7/8 while Karen is showing movie to Grade 6.

Tiffany and Meredith working on lower elementary Halloween surprise. Monica, Tiffany, Meredith can take care of distribution of apple packs (people need to get their own apple). Sign up link for kids who are interested to participate in Pre and Lower Halloween zoom costume party and story reading (Meredith to explore what options are available for story sharing and Karen/Jia will look into dance). Proposed time is 4 pm. Meredith to share a write up for sharing in Community Connection.

Lower Elementary – 3:00 to 4:00 p.m.

Pre- elementary 4:00 to 5:00 p.m.

Upper Elementary– 5:00 p.m.

Middle School– 6:30 p.m.

6. Annual Fund Drive – *update* Monica

Last year parent date night was a hit. For this year, need to think of ideas that will work for both remote and in person students. It was suggested to think about ideas to do for Annual Fund incentive to share at next EPC meeting.

7. EPC Newsletter Janani

Community Coordinators' names in the newsletter was incorrect.
To include: December coffee, Halloween party report, remote parents response , visit to NW Trek (planning in progress – Jia to reach out to Laura on details to arrange).

8. Other business All

None

9. Meeting adjourned

Next EPC Executive Committee Meeting: November 20, 9:30 a.m., virtual.