



**Parents' Auxiliary Meeting Minutes
January 15, 2021**

Neal Lea, President, called the meeting to order at 8:30am.

Mary Lewis Dassinger, gave the opening prayer.

Neal Lea, President, and Charlotte Moore, presented the November 2020 minutes for approval. Mary-Margaret Marks moved to approve the minutes. Lisa Jones seconded the motion.

Katie and Brett Huff, Co-Chairs of the 2020-2021 Annual Fund, reported the current status of the Annual Fund fundraising efforts. The Annual Fund helps to provide for the gap between the price of tuition and the actual education cost per student, which is currently \$5,918.00 per year/per student. The Annual Fund supports every student and family in our school community. The Annual Fund is necessary to ensure the sustainability of our school. Katie and Brett were pleased to share that fundraising efforts have achieved \$424,073.00 to date of the \$575,000.00 goal. Also, the participation rate among families is currently at 28%, and the Annual Fund committee is working to increase that rate this year. Katie and Brett thanked all who have contributed and participated and expressed appreciation for their Annual Fund Committee members Mary Allen, Ginger Blackmon, Lauren Dake, Jordan Johnson, Mary-Margaret Marks, Jodiane Tritt, and Tom Wallace.

Stephen Hickman, Interim Head of School, thanked Katie and Brett Huff for their leadership with the Annual Fund and noted their enthusiasm for and commitment to our school community. He thanked everyone for the warm welcome back to Episcopal Collegiate School and expressed how great it is to be back on campus after 6 years to serve as Interim Head of School. He praised the faculty and staff for their rapid and flexible response to the incredible challenges posed by the Covid-19 pandemic. Stephen reported that the vaccine phase 1B had been moved up, which includes teachers and educators. The school would host the vaccine clinic for the faculty to receive their first dose of Covid-19 vaccine on Friday, January 22nd. He further reported on the status of the new Track and Field project and stated that the work had slowed somewhat before the Holidays with some weather and supply delays and will soon pick up in the next 10 days. The track installation date will be contingent upon weather and temperature being ideal for the project completion. Stephen noted that if all goes well with the schedule, the track and field will be complete later this Spring, and Matt Radtke agreed with that report. Stephen further updated on the current Covid-19 virus on the campus, with 4 active cases quarantined and the management of the contact-tracing protocol working well to keep our

school community safe. Stephen reported additional safety measures concerning the Inauguration Day at the Arkansas State Capitol and will continue to monitor the circumstances and keep in contact with local authorities to determine the best strategies to ensure campus safety.

Neal Lea, President, thanked Stephen Hickman for his visit and invited members of the Parents' Auxiliary to ask any questions.

Mary-Margaret Marks, President-Elect, presented the Treasurer's report. Mary-Margaret noted income of approximately \$1,600.00 from Used Uniforms sales and Kroger Rewards/Amazon Smile purchases. She noted that the expenses did not include the Episcopal Traditions or Volleyball Tournament. Mary-Margaret reported that the Parents' Auxiliary committees are currently on track with the budget and cash on hand totaled \$178,009.72 and that she, Neal Lea, and Stephen Hickman will meet this Spring to review the budget going forward and specifically the income streams to make adjustments due to the Covid-19 pandemic.

Neal Lea, President, reported for the Holiday Book Fair committee and stated that the Follett ebook fair in December provided approximately \$2,400.00 in sales which provided approximately \$600 for the Lower School Library new book fund. The Lower School Library plans to host an in-person, on-campus Spring Book Fair April 12-16th, 2021 with social-distancing safety guidelines and protocols in place.

Mary-Margaret Marks, President-Elect, reported for Elizabeth Daniel, Chair of Lower School Traditions committee. The Jesse Tree ornament tradition continued this Christmas season with the help of Mother Curtis and the committee's efforts to prepare all the materials off-site. The committee is currently working to prepare for the Shrove Tuesday activities and plans to keep the event in line with social distancing and safety protocols.

Neal Lea, President, presented for Cara Porcelli, Chair of the Teacher Appreciation committee and reported that the Lower School, Middle School and Upper School Teacher Appreciation committees have worked together to streamline their efforts to show Teachers how much our school community appreciates all that they do for our students. They provided a special boxed lunch for the Christmas luncheon, catered by Two Sisters Catering with Three Best Bakery cookies and included a monogrammed Episcopal Collegiate School notepad from By Invitation Only. When the faculty returned from Christmas break on January 4th, the Teacher Appreciation committee provided Starbucks and snacks to welcome teachers back to campus. Next, the committee will prepare a Valentine's treat for the faculty and they are currently making plans for that holiday gift.

Susan Langley, Concessions/Gate Chair, thanked volunteers who have served for basketball games and reminded everyone to volunteer for the Private School League basketball games that are scheduled for the next several Saturdays. She reported that Soccer season starts soon and to be watching for the link to sign up to volunteer for Soccer games. Neal thanked Susan for her service as Concessions/Gate Chair for the past 3 years, and invited members to express interest if they'd like to be considered for this volunteer opportunity next year.

Lisa Jones, Upcyclers Chair, reported that the Upcyclers committee's mission is to recycle and repurpose used uniforms/clothing from the school that cannot be reused in order to lessen the textile impact on landfills. She stated that the committee had been very busy preparing the blankets for the Seniors to gift exchange with their Kindergarten buddies during the Christmas season, and also preparing the Christmas ornaments that the Kindergarten buddies personalize and gift to their Seniors. Seniors took the materials home during Thanksgiving break to personalize the blanket, and Kindergartners autographed the ornament for their Senior buddy. Lisa added that her senior student, Teddy, has a Kindergarten buddy also named Teddy. She reminded everyone to watch for some pictures of the blankets and ornaments to be posted on social media by Hannah Bryan, Director of Annual Giving. Lisa especially thanked Catherine Schuhmacher, Head of Lower School and Troy Urquhart, Head of Upper School for their assistance in continuing this special tradition during the Covid-19 pandemic. Lisa reminded everyone that they have take-home bags with materials and easy patterns that anyone can volunteer anytime to assist with Upcyclers projects, including the beanie hat project. Those interested in volunteering can contact Lisa Jones, Ann Nichols or Melissa Campbell.

Susan Harbour, Stay Wild Auction Co-Chair, reported that the Auction has moved to a virtual format and will start with the silent auction link available Tuesday, April 6th, and conclude with the live online auction on Saturday, April 10th, 2021. She thanked Michelle Campbell, Director of Development and Hannah Bryan, Director of Annual Giving for their assistance in moving the Auction to the online format. Susan also thanked her Co-Chair, Stacey Sebree and Stephen Hickman, Interim Head of School for their support in preparing for the auction. Susan is excited for the virtual format, and they also plan for some teacher and student videos that highlight why the Auction is so important for teacher and student development. She encouraged everyone to watch social media for exciting news and updates about Auction items and the event.

Neal Lea, President, reminded everyone that there will be a Used Uniform sale on Saturday, January 23rd, 2021 for Middle and Upper School Used Uniforms. Anyone who needs Used Uniforms in the Lower School should contact Tonya Thomas. There is a BoxTops Deadline for the clipped BoxTops and they should be turned into each division's office by February 11th, 2021. Everyone can also use the BoxTops app to automatically count for their participation in the program. Neal encouraged everyone to enroll for the Kroger Rewards and use Amazon Smile for contributions designated to Episcopal Collegiate School. Details for how to enroll and participate in these easy fundraisers is located on the Parents' Auxiliary tab found on the school website.

Neal Lea, President, thanked everyone for attending the meeting and announced the next Parents' Auxiliary meeting is scheduled for Friday, February 5th at 8:30am. With no further questions or announcements, the meeting was adjourned at 9:16am.

Respectfully submitted,

Charlotte Moore