

EPC Executive Committee – Virtual Meeting Minutes

Nov 20, 2020: 9:37 am to 10:37 am

1. In Attendance:

- | | |
|-------------------------|---|
| • Meredith Atkins | President |
| • Tiffany Sparks-Keeney | Vice President |
| • Karen Yeh | Treasurer |
| • Janani Arvind | Secretary |
| • Laura Potter | Volunteer Coordinator |
| • Charles Potter | Volunteer Coordinator |
| • Monica Maling | Invited Guest (Director of Development (EPC Liaison)) |
| • Janice Zhang | Invited Guest (pre-elementary coordinator) |
| • Jia Li | Invited Guest (lower elementary coordinator) |
| • Kristin Wyatt | Invited Guest (Upper elementary coordinator) |

2. Meeting called to order by Meredith.

3. Approval of 10/16 meeting minutes: Move to Approve: Laura. Second, Kristin. Approved.

4. Halloween events – *review*

All

[Kristin] Children really liked Middle School and Upper Elementary events (29 participants). Challenging part was to make sure everybody has access to the link to RSVP. Amazon prime watch party worked really well. Can plan for something in December with Middle and Upper [Kristin to plan].

[Meredith] Pre-elementary and Lower Elementary went well. Chaotic but cute. Lower Elementary Cheryl Wang's organization was awesome. Plans to celebrate Chinese new year next year. Grade 6 watch party only had 3 attendees. Considering to do watch party for Lower Elementary.

5. December 4 Virtual Coffee – *planning update*

Meredith

Specific request from Sonia to do rising levels coffee. Sonia, Monica, Kris met to finalize plan for virtual coffee. Decided to do two rooms – Pre to 3rd grade in one and 4th to 8th grade in another. Perspective families are signing up for virtual coffee. Open house will model similar to virtual coffee. Monica will share more details on Virtual Coffee to this group.

6. Annual Fund Drive – *update*

Monica

Last year this time we announced EPC challenge during Una Voce. Planning to share one more email blast ahead of January. Potential to do drive-in movie if we reach X% goal. Pro club did similar drive-in movie. Monica to confirm if we need to do drive-in.

7. Room Reps – *review, planning*

Monica

Request from parents for room reps. Monica suggested to revisit this in January.

8. EPC Newsletter

Janani

Halloween events, December watch party (keep an eye out for it), December coffee, January evening coffee.

9. Other business

All

- Approximately \$900 was spent on Halloween.

- Monica invited remote P3 to visit playground on a weekend. 4 families attended. Karen to confirm with Annie to conduct similar event.
- Coffee in January – few families asked for evening EPC coffee. Coffee/Happy hour will happen in evening on January 14.
- Scavenger hunt – [from Laura] Not scheduled yet. Meredith to coordinate with Laura on this.
- Chinese New Year – Jia to confirm budget needed and timing of event.
- Admin team was asking if we are doing a parent learning event in January. Tiffany is looking for speakers.

10. Meeting adjourned at 10:37 a.m.

Next EPC Executive Committee Meeting: December 11, 9:30 a.m. virtual