

EPC Executive Committee –Meeting Minutes

Apr 23, 2021: 9:33 a.m. to 10:27 a.m.

1. In Attendance:

- Meredith Atkins President
- Janani Arvind Secretary
- Karen Yeh Treasurer
- 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)
- Subha Krishnan Invited Guest

2. Meeting called to order by Meredith.

3. Review Executive Committee minutes from March

Janani

- Move to Approve: Kristin. Second Jia. Approved

4. Virtual Coffees

Meredith

- Two dates: May 7 (Board), May 14 (New Families)
- May 7 is when board attends. Starting with one room then split into multiple rooms.
- May 14 needs link to be sent from Monica. Monica to send to all in this group including next year's nominated EPC officers (Subha, Nina, and Araks)
- May 14 need EPC members to attend.
- Eton had record number of applicants for next year, re-enrollment was good. Might have more classrooms in Lower Elementary next year.

5. Staff appreciation

Meredith

Jia and Janice sent a reminder yesterday (4/22). Parents requested Kudoboard for Ms. Gaskins. Monica to share list of students from Room 5 and create a new Kudoboard for Ms. Gaskins with Jia. Boxed lunches for staff appreciation, need estimates. Monica hired coffee cart for staff appreciation week. Conscious Eatery offers boxed lunch – Meredith to look into quote based on number of staffs from Monica.

6. Next year

Meredith

EPC meeting in August. Tiffany to plan and schedule. Tiffany and Subha to confirm if we can continue same time slot/day for EPC meetings next year. Tiffany planning on budget for Sno-King and picnic.

7. Year-end activity

Meredith/Kristin

Karen to confirm budget for Kokanee event at Lake Sammamish State Park. Budget from EPC Coffee, Parents Night Out, some of the Scavenger Hunt, were not used. Able to afford Otter Pops and color pencils for all students.

Lake Sammamish has space for picnic. State park needs Discover Park. Parking cost \$11.50 or Discover Pass. Monica can print the booklets. Would need to hand off booklets and pencil at school

then Otter Pops at the park. Monica to get approval from administration for end of year Kokanee event. Additionally, we can send a survey earlier to get a headcount from RSVP.

If we get a NO from administration, then hand out booklet, map, color pencil to kids on last day.

Karen to send over a copy of where we are at currently with budget to Monica and Meredith.

8. Annual Meeting Meredith

Need 2/3 officer attend the 5/28 meeting. Other parents nice to have attend

9. EPC Newsletters Janani

- May what to include
- Coffee on May 7
- Annual meeting May 28
- Kudoboard for staff appreciation reminder – email Monica and keep it surprise due date of May 3

10. Other business

11. Meeting Adjourned

Next EPC Executive Committee Meeting: May 28, 9:45 a.m. Via Zoom