

EPC Executive Committee – Virtual Meeting Minutes **Friday, September 24, 9:38 a.m. to 11:10 a.m.**

1. In Attendance:

- Tiffany Sparks-Keeney President
- Subha Krishnan Vice President
- Nina Helms Secretary
- Janani Arvind Treasurer
- Monica Maling Invited Guest (Director of Development (EPC liaison))
- Arak Sparks Volunteer Coordinator
- Janice Zhang Pre-elementary Coordinator
- Jia Li Lower Elementary Coordinator
- Karen Yeh Upper Elementary Coordinator
- Kristin Wyatt Middle school Coordinator
- Minnu Kotha Invited Guest (Eton School Board of Trustees Liaison)

2. The meeting was called to order by Tiffany.

3. Introduction and Welcome

- Tiffany introduced Minnu. Minnu extended a welcome and thank you from the Eton School Board of Directors.
- Minnu asked that all meeting minutes are uploaded to the Eton School Portal within two weeks of the meeting.

4. October coffee

Monica

- Monica reported that the administration team has decided to cancel the parent/guardian coffee on October 1, 2021 due to COVID-19 restrictions and scheduling conflicts with the administration members.
- It was decided in lieu of the October coffee, each level coordinator would determine a date and time to host a virtual coffee event for their corresponding level. It was determined that this would better meet the needs of the new families.
- The November coffee, scheduled on Friday, November 5, 2021, will tentatively be held in person. Tiffany and Monica will walk the outdoor space and determine an appropriate location.

5. Cultural fair *update*

Araks

- Araks reported that the Padlet is nearly complete after receiving over 100 submissions from Eton School families. She will email the final draft to Monica this evening or tomorrow morning.
- Passport booklets will go home with each student today.
- Monica will email the completed Padlet to families tomorrow at noon.

6. Annual fund kickoff

Monica

- Monica reported the theme this year is Rising to New Heights.
- We brainstormed ideas to generate an increase in donations this year, with a goal of 75% participation from Eton staff and students. The ideas were as follows:
 - Weekly donation challenge

- Find a corporation to match all the donations made by the Eton School community.
- Raffle off items
- Nina will also include information regarding annual fund kick off in the October EPC newsletter.

7. Parent education event, *update*

Subha

- Subha reported that we are ready for the EPC learning event to held via zoom on September 29, 2021 at 6:30 p.m.
- We will have a short EPC general meeting to approve meeting minutes from May and a Treasurer's report.
- Attendees will receive the Zoom link for the event after they RSVP.

8. Skating Party

Subha

- The skating party is tentatively scheduled on January 17, 2022.
- At the next EPC meeting we will discuss in greater detail the logistics of the event, (sending a survey out to parents to assess interest and attendance.)

9. Bylaws

Minnu

- We need to have any potential bylaw changes sent to Governance committee by early December. The Governance committee will present the changes to the Board in January.
- Tiffany pointed out a few places where the bylaws may be incongruent with regard to voting and majorities.
- Minnu will verify Robert's Rule's and determine if the wording of the bylaws needs to be modified. She will report back to the EPC at our next meeting.

10. EPC name

Tiffany

- Tiffany opened the floor to discussion regarding a potential name change for Eton Parent Counsel to a name that is more inclusive to all families at Eton.
- All members were in favor of changing the name and were asked to brainstorm ideas for the next meeting.

11. Other business

- Nina asked if EPC was hosting a Halloween Party this year for students.
- It was determined that each classroom will be responsible for any Halloween celebration.

12. Meeting was adjourned.

Next EPC Executive Committee Meeting:
Crossroads

October 29, 2021 at 9a.m., Starbucks near