

EPC Executive Committee – In-Person Meeting Minutes
Friday, 3 December, 9:30 a.m. to 10:36 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))
 - Janice Zhang Pre-elementary coordinator
 - Jia Li Lower Elementary Coordinator
 - Karen Yeh Upper Elementary Coordinator
 - Kristin Wyatt Middle School Coordinator

2. The meeting was called to order by Tiffany.

3. The meeting minutes from 19 November 2021 were reviewed and approved.
 Motion to approve: Kristin
 Second: Janice

4. December Coffee *update*
 - Will be held in-person, on the Sports Court, at the Main building.
 - Stephen Haistings will not be able to arrive until about 8:45 so Monica will be present to check COVID vaccination cards or proof of negative COVID test until he gets there.
 - Signage will help direct the parents and guardians to the COVID check in and to the sports court.

5. Skating Party *update*
 - The skating party is tentatively scheduled on 17 January 2022.
 - Subha reported that Snow King has not finalized the date of the skating party yet. Carrie is supposed to reach out to Subha this afternoon. Subha will let us know when she hears back from them.
 - There was no update on whether or not SnoKing will verify vaccination status of the employees working the event for Eton School. Members decided to defer to the school regarding all COVID requirements.
 - Subha reported that she made contact with the Kraken Community Rink and the costs exceeds our budget.
 - Kristin and Tiffany will help skaters and committee members decided to also have two staff members from SnoKing to give guidance/help skaters.

6. Parent education event, *update*
 - This event will be held virtually and will take place on 12 January, 2022 after a very quick business meeting.
 - The presenter will be Dr. Tina Payne-Bryson and will present on parenting in a post-pandemic world.
 - Monica will finalize contact and pay invoice.
 - Tiffany and Subha will moderate the discussion if needed.

7. Tubing *update*
 - The cost of tubing greatly exceeds our budget.

- Members decided to leave it to the room reps to plan a tubing day for each class if the class wants to do so.
 - Parents will need to get tickets directly from the tubing hill.
8. Job Descriptions
- Tiffany asked that each person write a detailed job description and timeline of responsibilities for their position.
 - This information will be uploaded into the portal so the transition of new officers goes more smoothly.
 - Monica will verify that this task has not already been completed by prior committee members.
 - Nina discussed streamlining the process of writing the newsletter. She will meet with Monica and Alice to brainstorm how this can be done.
9. Other business
- Potential of game night or movie night; Tabled until January meeting. Ideas included bingo night in May at the school and a virtual movie night.
 - Lunar New Year: Jia, Janice, and Kristin will coordinate with last year's participants to confirm we can reuse their submissions. They will also come up with a theme and email members if they need help.
10. Meeting was adjourned.

Next EPC Executive Committee Meeting: 28 January 2022 at 9:00 a.m., TBD
Next EPC Business Meeting: 12 January 2022 at 6:30p.m., Zoom