

EPS PA Executive Meeting Minutes
2:00 p.m., Tuesday, November 29, 2012
EPS AD Conference Room

Attendance

Desiree Eden, President
Angela Kavounas, Secretary
Karen Tribes, Treasurer (Absent)
Susan Dereli, Co-VP of Hospitality (Absent)
Debbie Nussbaum, Co-VP of Hospitality (Absent)
Alice Ryan, Co-VP of Teacher Appreciation (Absent)
Vandana Chalana, Co-VP of Teacher Appreciation
Diane Najm, VP of Volunteerism (Absent)
Anne Corley, Past President
Vickie Baldwin, Liaison to the EPS PA

As of 2:10 pm

Vandana Chalana - reported regarding the upcoming staff appreciation – to be hosted in March – potluck – considering theme options; that each grade class size will be paired by their size to ensure a balanced representation. Proposed grade class pairings; 5th & 9th; 7th & 12th; 6th & 10th and 8th & 11th.

Potluck lunch in February by EPS PA outsourced catered – not prepared by Ian and his kitchen staff (so that they can also enjoy the event)

Vickie Baldwin will confirm the number of staff (approx. 66 – 70 & dietary restrictions – vegetarians, allergies, gluten free & etc) to attend the events and apprise Vandana Chalana accordingly. It was noted that 2 years ago \$650 was paid for lunch.

Angela Kavounas – reported that the minutes still need to be reviewed for corrections &/or additions and approved by the board before uploading it to the EPS PA website.

Vickie Baldwin - no report

Ann Corley - no report

Valerie Horvath - reported on the progress of the EPS PA website content development and Google doc. Valerie described the advantages of online resources that could be used for multiple years. In future years of using the online resources, it would evolve to meet the PA needs. The online PA resource(s) would eliminate the need to “reinvent the wheel” every year for the same/similar event(s).

Valerie Horvath spoke to the features of Google doc.; of how each event chairperson could access only their event; the doc could be password protected. The work book associated with the event could have the expenses – budgeted to actual it could also keep a running 3+ year history of budgeted to actual expenses (&/or revenue).

Much discussion ensued as to the needs of the committee chairpersons. It was then decided that it should be for the logistics, not the mandates as it would be stifling the creativity and the individual personality of each grade class.

Valerie Horvath showed an example of an online "signup sheet" as how it would have the EPS logo; how it could be labeled (customized) for food sensitivity; list of preset menu options &/or quantities needed; and spreadsheet breakdown of selections remaining available and selections committed to (& by whom). Vandana Chalana suggested that the Google spreadsheet be used by the EPS PA.

Desiree thanked everyone for attending and all of their efforts.

EPS PA Executive meeting ended at 3:13 pm.

Respectfully submitted

Angela Kavounas

EPS PA Secretary