

**EPS PA Minutes**  
**Executive Committee Meeting**  
**March 8, 2012**

**In Attendance**

Anne Corley	Alice Ryan
Libby Miller	Diane Najm
Laura Hamilton	Desiree Eden
Lisa Brashem	Vickie Baldwin

When an executive board member is not in attendance, a written report will be requested for future meetings.

**Budget**

A report was provided by Karen Triebes, in absentia--

The current budget report does not reflect all the expenses incurred for Valentine's Staff Appreciation treats and massages.

Next month's budget will reflect expense dollars spent on Staff Appreciation events during March.

Karen will send an email to Class Reps with an attached expense reimbursement form, reminding them of procedure to turn in expense reports for their \$25 budget.

The PA has \$100 in the budget for the 3<sup>rd</sup> Trimester Parent Coffee.

**Spring Trimester Coffee—March 12th**

A social will begin at 8:00. At 8:15, we will do an informal presentation to help kick off the Capital Campaign and discuss the new construction. There will be time afterwards to continue socializing. Class reps will be encouraged to send out another announcement to their classes for the Coffee. Diane Najm and Vickie Baldwin have organized the food and beverages.

**Staff Appreciation—February and March**

In February, there was a dessert buffet for Valentine's Day, set up in the Administration Office Kitchen. There was a chocolate fountain. It went very well and there were enough treats for a second day. Massages were offered to staff and teachers the following day. The massages were free; the massage therapists asked for information from each person to build their customer base. Some staff/teachers expressed concern about this, not wanting to provide this information.

In March, every Wednesday there will be a breakfast or lunch in the Administration Building's meeting room:

5<sup>th</sup> and 9<sup>th</sup> --Breakfast  
6<sup>th</sup> and 10<sup>th</sup>—Mexican  
7<sup>th</sup> and 11<sup>th</sup>—Salad  
8<sup>th</sup> and 12<sup>th</sup>—Italian

There was discussion about whether Wednesday was the best day to have these events. This will be evaluated after March. Alice Ryan will email Class Reps with a gentle reminder about these staff appreciation days and a suggestion to consider decorations, which adds a nice touch. It was suggested we use EPS plates and silverware. It is currently an issue to transport these items from the cafeteria to the Administration Building, and then to wash them. Discussion ensued about how to make this work with volunteers.

### **Campus Clean-Up and International Potluck—March 31st**

There will not be a potluck that day. Discussion ensued about having an International Potluck next year in the new building as a stand alone event.

The Clean-Up will be orchestrated by Vickie Baldwin, who will ask the family community to sign up for specific tasks—planting, power washing, and so on. Vickie will ask for PA support for coffee, pastries and sandwiches.

### **All School BBQ—May 31st**

Vickie said Ana Safavi is moving ahead with the caterers. She will want some volunteers to help with welcoming new families and will let us know what she needs as we get closer to the event. New families will need nametags.

### **Senior Dinner—June 13th**

### **Continuation Breakfast—June 14th**

### **Executive Committee Slate for 2012-13**

President: Desiree Eden

President Elect: *Unfilled*

Past President: Anne Corley

Treasurer: Karen Triebes

Secretary: *Unfilled*

Communications: Lisa Brashem

Hospitality: Diane Najm and Libby Miller

Staff Appreciation: Vandana Chalana and Alice Ryan

Volunteer Coordinator: *Unfilled*

### **Other Business**

We need to ask for Class Reps to start planning the summer picnics.

We need to put out another email to ask for new executive committee members.

It was suggested we design a google.doc for all committee chairs to view the volunteers for all activities. Libby Miller suggested we combine the Board positions of Volunteers and Communications. Laura Hamilton discussed having a Coordinator for Class Reps. Anne suggested the President Elect be “in charge” of Class Reps. Discussion ensued. The Communications position could be the Class Rep Coordinator. This position should serve on the Executive Committee. We will see the interest and then move forward.

Diane suggested we have a meeting to discuss how the Board is going to look next year and then Anne will send a letter to the Class Reps. Desiree Eden asked we share this information, specifically about our roles, with Vickie so she can ensure our roles mesh with the school's needs and our relevance.

Vickie shared there is a "calendar" meeting in the works and the PA will need to participate. She will let us know the date.

Vickie also discussed two grants—one for professional development and one for campus improvement. Support from current parents with the capital campaign is critical when applying for these grants. Class Reps should be encouraged to send out a similar letter to classes, but the PA cannot do this, the school has to do it. The amount is not as significant as the donation itself. We discussed the success of phone-a-thons. Libby suggested the "click here" link so families can contribute online.

**Next Executive Committee Meeting**

Tuesday, April 17, 2012

**Next General Meeting**

Thursday, April 19, 2012

*Respectfully submitted by Lisa Brashem*