

EPS PA Minutes
Executive Committee Meeting
October 6, 2011

In Attendance

Anne Corley	Libby Miller
Desiree Eden	Diane Najm
Karen Triebes	Vandana Chalana
Lisa Brashem	Laura Hamilton
Betsy Smith	Vickie Baldwin

Theme of the Year—Engaging Volunteers

It is highly encouraged to tap volunteers throughout the year for any/all activities so the Board is not responsible for doing all the “work” and we can utilize our volunteer base and the community at large. Libby Miller is in charge of the volunteer database. She will send committee chairs the list of those volunteers who have signed up for a particular activity. Betsy Smith and Jonathan Briggs have discussed working on a volunteer spreadsheet for the EPS website. Betsy and Libby will assume responsibility for developing the spreadsheet. Laura Hamilton discussed the importance of engaging those volunteers who sign up at the beginning of the year and not over-soliciting more volunteers than we can use.

Open Houses

Volunteers are referred through the PA. The next Open House is Saturday, October 15th.

Hospitality Committee

Desiree and Diane are working on hospitality with a small core committee of volunteers. When events take place, more volunteers can be solicited if needed.

Communications Function

Betsy Smith added the PA to the EPS organizational chart, reporting to Vickie Baldwin. The description of the PA’s function is now updated and more complete. The PA materials that are distributed (like at Curriculum Night) need to have a look and feel that conveys who we are and offer an upbeat look that is more sophisticated. Do we want to use the school logo on all our documents? Do we want to update the logo for the PA?

Is this a project position or a function position? Discussion ensued about splitting up the duties of the Secretary with a Communications VP. This year, Betsy Smith will assume the Communications role as an advisor and will sit on the Executive Committee. In the Spring, at the March Executive Committee Meeting, we will look at amending the bylaws for future years to make the position a VP position.

Any ideas should be sent via email to Betsy Smith. Vickie Baldwin will meet with Betsy to discuss “a look,” “logo” and so on.

General Meeting Schedule

Our tradition is to alternate days/times. Discussion ensued about the best time to have meetings and where to hold them. Vickie will explore some meeting space options with Sammi. A guest speaker needs to be selected for the General Meeting in January. The construction project, which will be in the demolition stage, will likely be the topic.

Budget Update

Karen Triebes reported \$145.00 excess from the Summer Picnics. Next year's budget for Summer Picnics will be \$200/class. It was agreed the \$145.00 will be rolled into the Staff Appreciation budget, raising it to \$1650.

Fall Events

Fall Harvest

Invitations were emailed—one per couple. RSVPs need to be made through the invitation. Discussion ensued about how to follow up with people who did not receive invitations. Six volunteers are working on the event. The budget has been approved with additional funds. The cost is \$50/person and will include appetizers and two drink tickets. Door prizes are being gathered—sports package, Fran's Chocolates, a Seastar gift certificate, and a night at The Bellevue Club. The decision to use the Paperless Post invitation was because it was much less expensive, the ease of RSVPs, and because it aligns with our core values. Discussion ensued about how people who do not receive the invitation can RSVP. Karen Triebes recommended Class Reps send out a follow up with a link to RSVP and more details about the door prizes.

When we have big events, many families show up and don't know a lot of people. Anne Corley recommended "affinity groups" by grade level at some of our events, like the Fall Harvest. An example would be to put banners up for each class, and that would be a natural place for people to connect. Diane Najm talked about giving each couple/individual a name of someone you need to seek out and meet during the event to help people engage with others they don't know. Discussion ensued. The whole purpose of this event is to meet new people. It does not need to be over-engineered. The Executive Committee's role is to be ambassadors, to make connections between people. Colored ribbons might be used to indicate your child's grade level. This discussion will be continued at our next Executive Committee Meeting.

Halloween Bowling

The 6th grade class is in charge of this event.

Lucky Strike Adult Bowling

This event is a casual event. A minimum of 40 people is required and the price is very expensive because of the room rental fee (\$650/hour with a minimum of two hours). Discussion ensued about guaranteeing lanes but not a room, to reduce the cost. Diane Najm will pursue different options for this event as well as a date in February, possibly the night before a Professional Development day.

Class Rally Points

Anne brought up whether there should be an opportunity at General Meetings to provide a way for parents to connect. We decided meetings were to listen more than talk.

Respectfully submitted by Lisa Brashem.

