

EPS PA Minutes
Executive Committee Meeting
November 10, 2011

In Attendance

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

Budget

--Halloween Bowling came in \$100 under budget.
--The Staff Luncheon was a big success.
--The flowers from the Fall Harvest do not come out of the PA budget but instead come out of the school budget. Vandana Chalana asked for the excess \$100 for Staff Appreciation. Anne Corley suggested the money stay in our budget, unallocated at this point until there is a specific need. The Committee agreed.

The PA cabinet is moving to a space across from Vickie Baldwin's office. There are paper plates, napkins, tablecloths. The school also has a collection of serving platters that are located in the kitchen. Ana Swanson also has vases that can be used for PA events. Karen Triebes offered to do an inventory of all PA supplies.

Vandana asked about expenses for the 8th Grade Continuation Breakfast. The school uses the PA budget to pay for the event. Ana works with the PA on the budget for this event. Discussion ensued about why the PA underwrites the 8th Grade Continuation. It was suggested that a conversation might happen when next year's budget is developed as to whether the school should assume those costs.

Debrief on Recent Events

Fall Harvest

Congrats to the Fall Harvest Committee for a successful event. Lots of feedback came in from the parent community. Parents liked the change of venue to The Bellevue Club. The Bellevue Club was very attentive to our needs. Many things were learned for next year's event. Some comments included—moving the bar to another side of the room, possibly adding a second bar, making two lines for the buffet, adding soft drinks to the beverage budget so it is included in the cost, using our greeters to direct guests to the water station/bar/coat racks, using a pay on-line method (which will increase the cost by 3%) or billing through EPS, assigning tables by grade levels so guests can find other parents with same-grade students. *See attached comments.*

Halloween Bowling

A report was submitted by the Event Chairs. Discussion ensued about having Chairs for the event who are not the 6th grade reps, making the event just a middle school event, changing bowling to something else, the expense. *See attached comments.*

Food Drive

A discussion ensued about the current and planned food drives at EPS. We are supporting the group of students inspired to do the food drive that is going on right now. A Chair is needed for the PA's January/February food drive.

The Food Drive in January has been connected to the Community Service Days in the past, but a group will still be going to the Food Bank so we will continue to do that. Libby Miller will check the volunteer list to see if someone offered to work on the Food Drive this year—promoting it through the EPSnews, creating flyers to pass out during drop-off/pick-up, organizing the bins, coordinating volunteers for those times. Vickie will check with Jeff Adair to figure out where the food donations are going this year. The PA will decide whether it makes sense to have a food drive in January if there is a food drive currently going on in November. Vickie will speak to Jeff before Libby contacts potential volunteers.

Staff Appreciation

The recent Staff Appreciation Lunch was on October 28th. The food was catered by Baja Fresh, and there were desserts and margaritas. These events should always be reported to the parent community because Staff Appreciation Lunches are a PA activity. Volunteers were not needed as this particular lunch was catered. There is \$1,066 left in the budget. Coffee ala Carte will be hired in February. During March, lunches will be organized once/week and these will need volunteers. Towards the end of the year, if there is money left in the budget, another catered lunch will be organized. The parents like to volunteer for staff appreciation events so it is good to use the volunteer list.

Adult Bowling

Parent night out is at Lucky Strikes and will include teachers/staff. There is no budget for this event as it is new. Diane Najm asked if the school will be able to fund the teachers/staff and what the parents will be willing to pay for a night out since we have no budget. The date is Thursday, January 12th (there are no classes on the 13th or the 16th). We discussed that a Friday in February might work better. Lucky Strikes is expensive on a Friday or Saturday night. Diane will price Tech City and Sunset Bowl to compare. An email will be circulated to the Committee to further discuss and decide on a date.

Winter Trimester Parent Coffee

Tuesday, November 29th is the next parent coffee, located in the old TCU lobby. Volunteers are welcome. It begins at 7:45 a.m., so volunteers are needed by 7:30. Sammi will help set up—pound cake, scones, coffee and juice.

Emails Sent to epsa@eastsideprep.org

Anne will respond to the sender and will refer the question to whomever it relates to; it will be up to that person to answer the email. A discussion ensued about using Survey Monkey to follow up on events. Vickie suggested one survey, towards the end of the year, to help plan for the year ahead. Betsy Smith volunteered to work on an end of the year survey, with feedback afterwards. Betsy can design a general format/organization for the survey, and then the Executive Committee would fill in the details.

Kevin McQuade Farewell

There will be a presentation at the F & PA Showcase tonight (November 10th) from 4 – 5 p.m. The Daniel's get together will be afterwards, from 5:30 – 9:00. Flowers and cards will be given to Kevin by families at drop off tomorrow.

Next Executive Committee Meeting: January 5th, 8 a.m.

Respectfully submitted by Lisa Brashem.