

EB Meeting Notes

2nd August 2023 10:00 AM / In-Person

ATTENDEES

Pres-Jenn Postovit, Sec- Katy Heffernan, Tres- Stephanie Gujrathi, VP Ser- Ashley Brown, VP Comm - Heather Renc , VP Passive Fund-Tara Hanson (*Not Present*), VP Arts - Open , VP Comm Events- Monica Millage, VP Active Fun - Tera Willams & Madison Durkin (*Not Present*)

MEETING/ACTION ITEMS

1. **Jenn** - Next EB meeting Wednesday, Sept 6, 9am. Next General Meeting Aug 24, 6pm. Every board member reach out to chairs under them to confirm details and availability. EB board must be at all events; meet and greet (Aug 4) we need to be there at 8:15am and help. We have class map this year, most asked question last year. Lunch has new website, same login all updated on APT website. Save the dates for all events this year. Meet & Greet, be there by 8am, KH will get water/cookies. AB will do step and repeat set up. JP will confirm all vendors and get COI. New EB members need to sign bylaws. Madison Durkin new board member for social media and co-chair with Tera for Active Fundraising.
2. **Katy** - Meet & greet food confirmed, Jason's Deli. Dinner planned for Curriculum Night, Cafe Rio & Crumbl. First lunch will be in Sept, confirmed dates for monthly lunches with Leiper. Will ask for donations in Sept but not Nov/Dec. Will get started on staff birthdays, got list from Liz. 5th grade party recap, success. New family bbq scheduled, Gillete home, Sept 8 5-7pm. EB board will sign up to bring supplies. Kinder playdate for next year, we will do right before school starts.
3. **Stephanie** - Reviewed budget. Paid \$540 for insurance, new company, saving us money. Paid \$20k in June for Aids salaries. Teacher reimbursements starting to come in. Bri/Shelley running KIN this year. HR to create new typeform for marquee. SG has QR code generator for signs for Meet & Greet. Spiritwear all set, can reuse typeform from last year.
4. **Heather** - Creating new typeform for donations for curriculum night dinner. Room parents being set up for each class. Back to school packet, doing Fall Giving, will create QR code.

5. **Monica** - Fall carnival booked lights and vendors. Melissa and Nubia are on it. No silly string but adding bouncy house, soccer/basketball games. Selling glow items, if extra we can use for Sequoya Glows. We want to sell sponsorships for it. We have four food trucks confirmed. Rebecca R is doing Used Book Fair, asking sooner for books so we can get more donations, keep box in office year round. Updating annual calendar on website.
6. **Ashley** - Fall pictures are scheduled. Doing Baskets & Bagels event Nov 17, 7:45-8:45am. Ordered more red folders, request from front office for more, okay to order 100 more.
7. **Tera** - Fall Giving campaign goal is \$25k. Use correct wording for taxable donation vs tax credit. Strong teams lined up for fundraising this year.

NEXT EB Meeting 9/6/2023, 9am

General Meeting August 24, 6pm