

## **EEPTO Board Meeting**

Date: October 22, 2013

Time: 11:30 a.m. to 12:30 p.m.

Location: EE Science Room

### **In Attendance:**

Clarissa McWilliams, Julia Webber, Alice Meadows, Emmanuelle Jean, Stephanie Dwyer, Barbara Kim, Rene Schmidt, Jennifer Wolff, and Julie Hill

### **Not Present:**

Dinah Street, Ann Bernard, and Karen Murphy

### **Call-to-Order - Julia Webber**

- Minutes from the EEPTO Board meeting held on October 15, 2013 were approved and will be posted to the website.

### **Treasurer Report - Barbara Kim**

- Account Balances (as of 7:50 a.m. on 10.15.2013):
  - Commercial Account Balance - \$179,664.43
  - Money Market Account Balance - \$30,106.88
- Underwriting Campaign has brought in \$118,491.00 to date in commitments with 173 families participating (as of October 7, 2013 at 12:00 p.m.)
- Current expenses for Carnival (\$3,192.29) seem low when compared to previous years. Barbara will contact the chairs to determine money that needs to be paid to vendors at Carnival.
- PNO and Carnival tickets: 133 PNO tickets and 167 Carnival wristbands have been sold to date. A reminder to buy tickets for both events will be to sent to parents later in the week.

### **Yearbook - Julia Webber and Barbara Kim**

The current EE yearbook budget is \$9,000.00, but anticipated expenses are \$11,500 plus credit card fees. The increase is due to the significant rise in student population and an administrative request to keep the yearbook price the same as the previous year. This budget increase requires EEPTO Board approval. A motion was called to increase the yearbook budget to \$12,500, Alice made the first motion to approve, Stephanie seconded, and the motion passed unanimously. This budget will be reassessed in February 2014 after yearbook orders have been processed.

### **Movie Night - David Jean**

The EE movie night is intended to be a community building event for the school and tie in with family night at the Book Fair. The cost and logistics (e.g. screen and equipment rental, movie license, food vendors, water and popcorn purchases, etc.) were researched and presented. Jennifer Wolff wanted to ensure the safety of students and suggested that parents and students be provided with safety guidelines before the event. A motion to approve a new budget line item of \$2,000 for Movie Night was made by Alice, Stephanie seconded, and the motion was unanimously approved. The selected movie is Turbo. A suggestion was made to make movie night a fundraising event in the future.

### **PNO and Carnival - Clarissa McWilliams and Julia Webber**

- Carnival volunteers - EEPTO board members signed up to volunteer and were reminded that helping with set up and/or clean up would be appreciated. The need for more 4th and 5th grade parent volunteers will be announced.
- Event advertising - Alice will create a listserv instructing parents that tickets for both events are available online until Thursday and then available at the door. The school marquee announcing both events will remain until after the weekend. Advertising sheets for socials and carnival will be placed in Thursday folders. Rene offered to make a poster and display it during drop off and pick up on Friday.
- PNO time correction - previous marketing documents included an incorrect time for PNO. Parents will be notified the correct time of PNO as 6:30 p.m. to 9:30 p.m. by a listserv announcement.

### **Adjournment**

Julia adjourned the meeting at 12:30 p.m.. The next EEPTO Board meeting is scheduled for November 12, 2013 from 10:30 a.m. to 12:30 p.m. in the EE Conference Room.