

CFEP Board Meeting October 13th, 2014 ~ Minutes

- 1) Meeting called to order at 7:10 pm – in attendance by:
 - Principal, Hammons
 - President, Harwood
 - Vice President, Gillis
 - EPMS Board Member, Younger
 - Website Director, Kimmel-Miner
 - Secretary/Communications, Takahashi
 - Donations Coordinator, Bergman
 - CFEP Member, Choi
 - CFEP Member, Farrow
 - PTLG Events, Angie Elgazzar
 - Auction Co-Chair, Diana Lauritsen
 - Auction Co-Chair, Jenn Mecham

- 2) Board Updates:
 - a. Secretary's Review of Minutes

 - b. Treasurer's Report:
 - Profit and loss: Mike to look over profit and loss. Q4 - Help in getting better rates- possible Schwab acct. Shelly to investigate. Mechanics bank may have other incentives.

 - c. EPMS Board Remarks:
 - Younger: Welcome back social "as a Board" discussion for staff. Mixer to take place for a few hours. District reimbursement from will come eventually. Adolescent Program to address the board. 6th Graders to assist. 6:30pm Tuesday is next board meeting. Need to look into grant writing for adolescent trip now and for future. Shelly to email Marin Co. contact regarding grant possibility.

- 3) Discussions:
 - a. Annual giving: Shelly: Thank you notes and invites for annual giving. Possible plug in names for roster. Reminder letters for pledged and not pledged. Possible EPMS Alumni outreach position needed.

 - b. New York trip: \$40K is needed to fund this trip. Need to look into grant writing and fundraisers for adolescent trip now and for the future.

 - c. Website update: Hava: Helpful to have consensus for website issue on format possible changes. Smaller meeting to have discussion on any language format. Kris, Hava,

- Gundy, and Shelly to meet. Once a month auction update and golden ticket. Can get additional pages of necessary on website to accomodate. Michelle and Shelly: Need login info for users and would also like to see electronic written instructions for all event protocol, usage etc. - Michelle: website pass along handoff very important regarding credit card usage. PayPal CFEP setup would be helpful. All info needs to be passed along in an email regarding admins and passwords. Per Hava, this has been done already. Friday Market: Friday Market will become official for Adolescent Program. Rotating by month per Kris and is working well.
- d. Communication: Info nights for PTLG, outreach communications State of the School. Parents need to hear what's in store for ten year plan. Teacher shortage- cannot compete with other higher paying cities. Donating to causes or invest in a project for future sales pitch. Charter schools- Possibility of gaining more funding by connections with other schools. Answer yes, but changing funding model is difficult. Parents need to help the model. New local funding formula is not money we will get as a school. There is a charter school day, in Sacramento. Finding a voice as a group may help this cause. Seeking funding outside the school is important to bridge gap. Michelle to bullet budget points to help auction donations solicitors. Need to find sustainable source for investments to keep our school running. Safeway has given with Peak. Spencer to be aware of Peak/Northgate succeeding from Mt. Diablo to be its own district – the probability of this is slim. Possible to get something outside annual giving as a two to three year plan. Capitol raise in campaign? Marketing outreach is key with philosophy. Thermometer a better visual to move forward with. No objection as a board vote. Donations of vehicles? Other donations? 50/50 garage sale? Trucks that would come to pick up? Every other year for garage sale would be sufficient. EBay and garage sale combo on same weekend. This would be a Spring event. Board to discuss date of garage sale at next meeting now that we have an auction date.
 - e. Memory book: Profit for students for leverage? Memory book to Adolescent Program?
 - f. Meeting courtesy: Be present and professional. This has been written down and will be passed out as a set rule handbook for all meetings. On topic, on time, cell phones, preparation, active listening etc.
 - g. Fall Fest: \$1900+ profit plus \$1300+= total
 - h. Grants: Grant writing coordinator needed. Reasearch team needs to be on place as well. Model UN is coming around the corner. Walmart grant a possibility Walton Foundation, Gates, Schwab or Gap Foundation. Should every grant run through the Board? Answer per Hammons: Yes, since there are possible specific agreements. Volunteer: Sabrina Ricci and Christiana Bryant. Need more researchers for school as a whole and Adolescent Program.
 - i. Volunteers: PTLG only to facilitate. Grant Writing Coordinator needed. Golden Ticket confirmed with Esperanza Ming-Ming. Active Alumni Database Coordinator would help with Annual Giving for alumni. Dine and Donate, memory book volunteers – donations solicitors, pick-ups and thank you letters. Committee is defined. Dine and Donate

- ownership – Need to request Barnes and Noble volunteers. Please ask Esperanza if she needs any specific volunteers. Need eBay 50/50 volunteer.
- j. Golden Ticket: Cost to print tickets are \$276 as of last year. Rocco suggestions per Bergman: email to be sent tomorrow for \$400 donation to cover printing. Prizes have been established. Paperwork has been filed. Coordinators to consolidate communications as consistent. Golden Ticket website regarding tickets and their purchasing/status. Create a new page for Golden Ticket and its numbers on CFEP website. Pull date at B&N event has been established and will be advertised.
 - k. Annual CFEP Auction: Per Diana: Auction date is set for Saturday, April 25th, 2015. Have auctioneer booked already. Date has been set after lottery for new parent attendees. Décor: Per J. Mecham: Going fancy- Event theme information has not been released as of date. Have called on multiple locations/venues that have agreed to host. A location has not been agreed upon or booked as of date. Core Auction Team: Jenn, Diana, Wendy, Christy, Rachel, Mike. Rachel & Mike will be working as much as possible on Bidding For Good website. Per Rachel: Donation Thank you's have not yet been sent for last year's event but is being worked on. Per Diana: Auction Classroom Coordinator not needed at this time. Classroom Liaisons to be alerted to halt active search. Auction chairs want hold off and choose themselves if needed. Smaller meetings will be held outside of CFEP Board to discuss details. Large percentage of items to be online for bidding. Ticket cost to increase to cover cost of venue. Gundi request: Classroom projects to be more well-rounded, not classroom specific.
 - l. Barnes and Noble: Looking for a better way to organize Barnes and Noble teacher wish list. Possibility: Need adolescents, lower el and upper el to assist at B & N event. To be discussed at next meeting.
 - m. Chili Cookoff: Elgazzar: Needs cash box for day of event and gave specific details of the fun day event.
- 4) Next CFEP Meeting: OCTOBER 3RD at 7pm...No December meeting due to Barnes and Noble event. Adjourned at 9:15pm