**CFEP Board Meeting**

July 13, 2015 ~ Minutes

1. Meeting called to order at 7:05 pm, in attendance by Directors Choi, Gillis, Harwood, Segrove, Guest Michelle Scattergood
2. Board Updates:
	1. **Secretary’s Review of Minutes** – No revisions, minutes approved
	2. **Treasurer’s Report:**
* Noted increase in Corporate Match and Alumni Annual Giving contributions from prior year.
* Desire to communicate goal of $100,000 from parent community.
	1. **EPMS Board Remarks:**
* Upcoming Board retreat will focus on strategic planning and facilities planning discussions.
* Marketing, logo and website refresh continues with plan to launch at orientation
1. Discussions:
	1. **MOU / By-Laws:**
* Reviewed and discussed the process for issuing receipts for annual giving donations and other gifts to support other fundraising efforts.
* No changes required to the documents.
	1. **Event Planning for 2015-16:**
* Revisions made to the event-planning calendar. Need to discuss interest and potential capacity concerns with AP teachers regarding the opportunity to combine the AP dinner with the Golden Ticket Raffle. Optional to partner with a Dine & Donate as an alternative.
* Creating a one-page overview of two or three ongoing fundraisers (eScrip and TargetREDcard) to increase awareness and to encourage current subscribers to renew their debit/credit card details annually.
	1. **Orientation Night:**
* Opportunity to communicate goals for Annual Giving. Discussed revisions to AG letter and pledge form to highlight corporate match opportunities. Emphasis resources direct to the AP program materials and resource, portable building, increase in teacher salary.
* Pending details from Michelle and board regarding communication logistics from CFEP. Desire to have majority of CFEP board members engage and answer questions on both nights.
* Feedback received that one consolidated form in the orientation packet isn’t ideal as some items are suggested. Consideration to have two consolidated forms in orientation packet to list items available for purchase: Memory books, lunch and merchandise and a separate form for suggested donations for field trips and supplies.

4) **Next CFEP Meeting**: Monday, August 10th, at 7pm.