

## CFEP Board Meeting September 8, 2014 ~ Minutes

- 1) Meeting called to order at 7:10 pm – in attendance by:
  - President, Harwood
  - Vice President, Gillis
  - Director, Buckner
  - EPMS Board, Younger
  - Treasurer, Liao (via speaker phone)
  - Website Director, Kimmel-Miner
  - Secretary/Communications Liaison, Takahashi
  - Donations Coordinator, Bergman
  - CFEP Board Member, Choi
  - Michael Farrow, Prospect
  
- 2) Board Updates:
  - a. Secretary's Review of Minutes
  
  - b. Treasurer's Report:
    - Nash: via speaker phone-
    - 86 parents have donated \$46K as of this date-
    - \$75,945 in pledges as of this date-
    - Shelly: Memory books will have additional deposits.
    - Broad notation to parents for annual giving and parent promised pledges. –
    - Corporate match form needs to be updated to show pledge amount to make pledge amount more clearly indicated.
  
  - c. EPMS Board Remarks:
    - Need to outreach to Alumni. Gundi to help facilitate. New role that we will need to fill.
    - Need to communicate with alumni via Facebook and/email on our events, auction and annual giving.
  
- 3) Discussions:
  - a. Annual giving:
    - Shelly: Percentage annual giving funds donation signage and banner to reach goal of 100%. Gave vs raised. Or -%to goal?
    - Per Micheal Farrow. Annual giving message only –possible pie chart or bar. Goal of \$230K. Corporate matching part of the pie chart.

- b. Calendar for both EPMS and CFEP – Hava to work on with PTLG (Hammons)
  - c. Volunteers: PTLG only to facilitate. Dine and donate, memory book volunteers – donations solicitors, pick UPS and thank you letters. Looking for co-chair for auction –event planner minded. Committee is defined. Dine and donate ownership ....Barnes and Noble volunteers. Please ask Esperanza if she needs any volunteers.
  - d. Grant writing possible volunteer: Sabrina Ricci and Christiana Bryant. Need more researchers.
  - e. Golden Ticket confirmed with Esperanza Ming-Ming. Golden ticket to be pulled at Barnes and Noble December 7<sup>th</sup> and 8<sup>th</sup>. Pulled at 7pm. Cpk is Monday only. Rachel to confirm prizes. Possible airfare? Voted yes. 2. Goal \$15-20k. Will not specify how much money in airfare we will contribute on tickets. Top seller gets iPad. Entry raffle Rosario beach plea cash stiffen. New to the list gaming package. 4 prizes. Coach comps. & Accessories.
  - f. Friday Market: Michelle PTLG and CFEP operating expenses. Would not need board approval to move.
  - g. Auction: Date is not set yet. Mike Farrow to take a donations solicitor position within auction committee. Bergman to direct. No date set yet for letter mailings.  
Shelly: Athletics Baseball - Mr. Pries possible contact for fantasy batting practice etc.
- 4) Next CFEP Meeting: OCTOBER 3<sup>RD</sup> at 7pm...630pm PTLG Thursday October 13<sup>th</sup>; thereafter, Mondays. No December meeting (Barnes and noble)-Meeting Adjourned at 9:15pm