**TEP Meeting Minutes**

**January 8, 2018 – 7:00PM – At The School**

**Board Attendees: Patrick O’Connor, Sean O’Connor, Mark Cummins, Jared Vest, Fuji Wittenberg, Rich Singer, Julianne Gorman**

**Guests and Newly Elected Board Member: Renee Meriste**

**Absent: Holden Burkens**

**(A Quorum Was Present During the Whole of the Meeting)**

**Items Discussed and Decisions Approved**

1. Minutes of December 11 2017 were approved.

1. Financial update
	1. Banking change status – Final decision made to not to switch to Citi-National and stay with Wells. Fuji deposited Citibank checks to Wells today. Transition back appears completed.
	2. Tax Abatement on 941’s. – Tabled for Sean to follow up. (This is a Place Holder)
	3. TEP Audit – Board voted to get proposal for review/audit from an outside auditor. Mark to follow up
	4. Giving fund at 100k (which is a couple months behind budget). Board decided Julianne will send an email to room parents for a request for them to send requests to parents to contribute to the Giving Fund.
	5. Historical Drive for Docs – Mark to Set up a Permanent Google Doc Drive for Important TEP Docs (tax returns, minutes, etc., etc.)
	6. Other Income (Fundraising is currently running at 87k). Coyote Run, Halloween Festival, Party Book, Theater, Etc. Etc.
	7. CSR – Invoice for $44,455 given to TEP to pay by the Principal G. Motion passed to approve the invoice for Fuji to pay.
2. New Board Member – Renee Meriste was unanimously elected to the TEP Board. Wecome Renee!!!
3. Fundraisers
	1. Directory & Sponsorships (Patrick) Banners for paid sponsors need to be completed. Cali-Camp paid (need banner). Lumber paid (need banner). CNB (need banner if they ask).
	2. Movie night #2 – Rescheduled per Mark to Jan 27th.

Movie night #3 Scheduled “The Lion King” for Sat Mar 3rd, 5pm

* 1. Read-a-thon – Wrapping up this week.
	2. Spelling Bee – Currently need a leader TBD. Julianne will lead spelling bee and work with Christina Gardner.
	3. Math Bee – Rich to run Math Bee and Renee will help. Scheduled for May 22nd.
	4. Party Book – Colgin Party book #1 Done !!– Net will be $750. Poker Night (Sean Sponsoring) scheduled for January 19th and Daddy Daughter Night Scheduled for February 10th (Mark Sponsoring)
	5. CSR – Stephanie Becker will be the “show runner” for the ask.
	6. Auction – Tentative scheduled April 28th at “The 1909”. Sean recruiting someone to help with the “theme/decorating/etc.”.
1. Other
	1. Clean/organize TEP bin. Part one done!! Part two schedule for the next Movie Night on Jan 27th . Propose time 3:30.
	2. Theater/Play Accounting – Mark met with Jill Williams and Lisa Ward and set ground rules for keeping to budget and reimbursement policy. Lisa O’Connor will write checks for reimbursement
	3. Computer Update – Mark to get inventory from vendor and upload to TEP Google Drive.
	4. Track and Field Day – TBD Pat to possibly move to a Saturday, he is of a mind to talk with Mike and explore such possibility.
	5. Teacher Appreciation Week – To be discussed and options explored..

1. Next Meeting – Monday February 12 th at 7pm at the School.

The meeting adjourned at 8:45pm.