

TEP Meeting Minutes

Tuesday 10/13/2020

Call to order: 7:10 pm (online via Zoom)

- Present: Stephanie Lackenby, Mr. K, Sean Colgin, Casey Engelhardt, Kathleen Beegle, Fuji Whittenburg, Kelly Young

- **News/Updates**
 - Vote to Approve August / September 2020 Minutes
- **Financial Update / Budget – Stephanie**
 - Giving Fund: Year to date the Giving Fund has collected \$32,443 with approximately \$13,500 pledged in monthly donations by the school years end.
 - Venmo update: Kathleen to establish a TEP Venmo account.
- **Principal Update – Kevin**
 - Schedule
 - Enrichments (Science/Art)
 - Aides
- **VAPA Update –**
 - Original Works fundraiser discussed (in time for the holidays)
 - Art supply disbursement update: not yet done. To be done.
- **Halloween Events –**
 - Boo Grams – order deadline 10/21
 - Dance/Costume Contest – Kristy Beauvais / Mike / Kelly. Deadline for videos 10/25. Amazon gift card \$10 as prizes.
 - Chipotle Fundraiser – 10/27 – Tuesday – Sean O’Connor
 - Tentative w/ TCC – Haunted Drive Through – update from Kristy, Terri, Mike, Kelly.
- **Communications – Sean / Casey / Mike**
 - Need regular updates via Parent Square once school starts – build community / give connection
 - Website Updates – Kathleen to review and update, working with Miria.
 - Reminder to send event/fundraiser updates and messaging to:
 - Lisa Looney and she will send to Room Parents
 - Kevin for Friday Focus
 - Casey/Sean/Fuji/Mike for Parent Square
 - Add to Calendar
- **Scope out FALL/WINTER Fundraisers ideas –**
 - Halloween
 - Virtual Coyote Run - Kelly / Fuji (November – need to select a date)
 - Online book fair (November): no resolution.
 - Other ideas:
 - Party Book – micro fundraisers – share information and ideas
 - Cookbook (Holiday?) – Fuji
 - Outdoor concerts / movies?
 - Spelling/math Bee?

- Sponsorships / directory listings on Topanga Website?
- Banners – Chryssa Lightheart, Stefanie Becker, Kramer CPA
- **Spring Auction – need someone to take over** – take donations from Sarah Gottlieb – Sean Colgin/Shawn Pereira?

Meeting adjourned: 9:00 PM
