



# EPA BOARD MEETING MINUTES



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**Date:** 8/18/22

**Time:** 7 pm

**Meeting called to order by:** Rebekah Joseph

**Location:** The Corner in Wake Forest

**Written By:** Morriah Mryszuk

**Attendees:** Rebekah Joseph, Melissa Damann, Allison Northrup, Emily Blanchard, Heather Steele, Becki Lee, Kristen Merritt, Bridget Knouse, Kathy Jenkins, Shayne Brodsgaard, Tracy Amor, Amy Toomey, Erika Pittman, Morriah Mryszuk

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## MINUTES

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### Treasurer's Report/2022-23 Budget

- Highlights - Membership Dues were double of last year @ \$4,635 (combines Spirit Sales and Membership so Erica to break out the two)

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**Approval of Minutes: Moved by Emily, seconded by Bridget, all in favor**

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### Old Business

1. Outdoor classroom update
  - Priced outdoor classroom tables. We need to get Admin approval on preferred tables and decide on quantity.
2. Spirit Rock Updates
  - 14 days booked so far!
  - If the EPA wants dates blocked off, please provide that information to Mandi.
3. Fall Fundraiser Updates
  - Admin has approved the dates and Spirit Week
  - Amy and Morriah are working on details, such as finalizing incentives, getting the website information in and working on the flyer.
4. Oct 8th Movie Night Updates
  - Rebekah in contact with a company that provides the screen and AV
  - EPA has to pay for the license
  - Looking into sponsorship with Gladwell, Town of Wake Forest to see if that's an option to mitigate the license fee.

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## **New Business**

- Meeting dates/locations -
    - We are going to try and have the meetings at the school moving forward so we can hopefully have an admin person present for our meetings
    - 9/15 @ 1pm is assigned to Ms. Johnson
  - Signs
    - Admin communicated to Rebekah that the town of Wake Forest has strict sign ordinances that include ESA so we need to comply moving forward. She is looking into it in more detail however, so far we know that Congratulations signs are okay (which would include the Fun Run yard signs)
    - Any type of Commerce signs are not okay.
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## **Committee Reports**

### **1. Back to School Supply Kits- Tracy Amor**

- a. @ approx \$1400 Total
- b. Sales are slowing down now that the school year is well underway.

### **2. Book Fair - Heather Steele and Sarah Rose**

- a. Fall dates: 10/28-30
- b. Decorating budget set at \$200 (as per Spring Budget) - Theme: Fun, non-spooky Halloween
- c. Please save large Cardboard piece/boxes and let Morriah know so I can collect them
  - i. Becki Refrigerator box :)
- d. Working on giving a free book to every student instead of the \$5 certificate; teacher raffle again. More ideas are in the works!

### **3. Communications - Kathy Jenkins**

- a. Tracy Amor , Heather Vernier and Kathy are splitting the duties.
- b. Tracy - All Facebook posts. She has sent her google form to everyone. Please star it so you have easy access to it.
- c. Heather - All Graphics (please give ample time for her to get this completed)
- d. Again, send photos to Kathy for Spirit events for the newsletter

### **4. Community Partnership - Ian Foley**

### **5. Cultural Events - Melissa Damann**

- a. United Arts Expo - 9-4pm Wakefield Highschool
  - i. 50-80 artists; 10-1 showcase of performances
  - ii. Melissa is trying to see if we want to make the Writer in Residence from last year an annual event

### **6. Hospitality - Kacey Newby**

- a. Upcoming plan - early release in October to do a dessert bar (mixture of homemade and store bought)
  - i. Asking for donations from school

- b. November 10 - Baked potato and chili bar

**7. Lost and Found - Amy Toomey**

- a. No updates

**8. Membership - Mandy Pitoscia**

- a. Update on member count - 142 memberships total; 16 staff/126 family members
  - i. Still need more of a Membership push
- b. Spirit Rock Update - see above under Old Business

**9. Middle School - Allison Northrup**

- a. No updates

**10. Fall Fundraiser - Amy Toomey**

- a. See above under Old Business

**11. Shop and Earn - Mandi Pitoscia**

- a. No updates

**12. Spirit Events - Shayne Brodsgaard**

- a. Aug 24 - Texas Roadhouse 3-9pm (10% back)
  - i. Texas Roadhouse Mascott in Carpool :)
- b. Sept 7 - Mellow Mushroom 5-9pm (10% back)
  - i. Need a receipt box
- c. Both dine in and take out
- d. Cold Stone spirit night - maybe pair it with Rodinos restaurant
- e. Hill Ridge Farm - looking into Fundraiser opportunity with them for the fall.

**13. Spirit Gear - Kristen Meritt**

- a. Large magnets - proceeding with pricing to purchase more
- b. Water bottle and laptop stickers - pricing them - hoping to sell for \$3; everyone likes the idea of adding this to the spirit wear inventory

**14. Stock the Shelves - Morriah Mryszak**

- a. August is good. September sign up is light. Hopefully more will start to sign up.
- b. Planning on a weekly Tuesday stock moving forward. However, if anyone is in the office signing in and notices the bins are full, please shoot Morriah a text to let her know.

**15. Sunshine Committee - Emily Blanchard**

- a. July and August birthdays went out; Emiy needs some stationary for notes for life events for staff.

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**Upcoming Dates**

- **8/18/22: EPA Board Meeting**
- **8/24/22: Spirit Night - Texas Roadhouse**
- **9/7/22: Spirit Night - Mellow Mushroom**
- **9/15/22: EPA Board Meeting**

- 9/20/22: Next General EPA Meeting
- 9/23/22: Pumpkin Patch Dash: Fall Fundraiser kick off!
- 10/3 - 10/7: Spirit Week
- 10/7: Pumpkin Patch Dash
- 10/8: Family Movie Night
- 10/20: EPA Board Meeting

**\*\* If anyone has any more calendar updates, please let Morriah know! \*\***

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**Miscellaneous**

N/A

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**END OF MEETING.**