

TEP Board Meeting 3/10/20 at 7:15pm

Members in attendance: Sean Colgin, Mike Burke, Casey Engelhardt, Julianne Gorman, and Stephanie Lackenby

General Attendees: Lisa Davis

- 2020-21 Board Elections – ideally new board is in place by mid-May, with Treasurer hand-off done in June (most difficult part is coordinating a time to go to Wells Fargo to change the signatory powers)
 - o Fuji/Sean O'Connor questions:
 - How much notice is needed? We would like to hold elections by May
 - Can we do it digitally?
 - Who votes on incoming board members for next year? Just the TEP Board? 1 vote per family at the school?
 - o Current board members who might return are: Mike Burke, Stephanie Lackenby, Sean Colgin, Casey Engelhardt
 - Absentee members who will likely return – Sarah Gottlieb, Shawn Pereira
- Trying to prepare budgets for the 2020-21 school year, reached out to VAPA and Science committees to help prepare their parts of the budget
- Yearbook – need a digital designer to take over for Dan Sarrow (Mike Burke will likely take over this role), need parents to help, need parents to collect photos from the various classes and organize it around events and ask them to please label them, Miriam Geer provides a file of kids photos, need person to coordinate orders and distribution of the books, 5th grade parent liaison for the dedication pages
- Financial Update – Overall need \$51,650 to meet the budget for this year, still have silent auction, going to send target email in April for giving fund hail mary (Mike is going to try to include a video with kids whose parents sign consent forms)
- Spring Gala planning is under way
 - o Sean Colgin is handling food, we have access to use the kitchen
 - o Julianne is meeting with Amy Terranova to design the interior/exterior for the event
 - o Need to touch base with Shawn Periera about alcohol
 - o Casey will facilitate the sound abilities at TCC and let Rory Rooney know
 - o Next Board meeting will determine if we have to cancel (as rescheduling is unlikely)