



**TEP BOARD MEETING
TOPANGA ELEMENTARY CHARTER SCHOOL
Topanga, CA.**

MEETING MINUTES

**Date: September 11, 2018
Time: 7:00 PM – 9:00 PM
Location: Topanga Elementary Charter School Room 8**

TEP Board Members 2018-2019

Stefanie Becker, President
president@topangaelementary.org

Stephanie Lackenby, Controller
controller@topangaelementary.org

Ofer Sapir, Digital Chair
digital@topangaelementary.com

Sean Colgin, Marketing & Promotions Chair
marketing@topangaelementary.org

Bill Murray, Secretary
secretary@topangaelementary.org

Diego Diment, Treasurer
treasurer@topangaelementary.org

Fuji Whittenburg - Member at large
Richard Singer - Member at large
Renee Meriste - Member at large
Heather Tehrani - Member at large
Holden Burkons – Member at large

TEP Board Members in Attendance for August 20,2 018

Stefanie Becker
Diego Diment
Stephanie Lackenby
Rich Singer
Heather Tehrani



Sean Colgin
Fuji Whittenberg
Ms. Galindo, Miriam (our webmaster),
Alisa Hill, Science Committee

Not in Attendance

Bill Murray
Holden Burkons
Ofar Sapir
Renee Meriste

A Quorum was present for the entire meeting.

I. Meeting Introduction and Agenda

- A. TEP Meeting Agenda
- B. TEP Meeting

II. Overview

- A. Overview and Introduction by Stefanie Becker, President of TEP
 - a. Financial Update
- B. Financial update: Discussed Giving Fund and Commitment Dinners by class
- C. TEP Funds are on par with last year's Giving Fund update
- D. Ommitment Dinner
 - The Some classes – De La O and Galindo need venues for Commitment Dinner; considering TCC
- E. Discussing Fundraisers
 - Book Fair – as of now, there is nobody that wants to lead the event. Lisa Looney is not able to do it this year but would help. It may be canceled or postponed (from 11/2) if nobody responds by Friday at 5PM
 - Coyote Run – Friday the 28th; Fuji is Chair
 - Halloween Carnival – 10/20
 - Stefany is responsible for overall event
 - Holden and Suzannah responsible for the creative
 - Alcohol donations – Barkley Forge? Parents?
 - Party Book
 - Sean Colgin in touch with Noell (last name?) My School Anywhere – who to get admin rights; to consolidate admin rights in a few and for event planners to run their mass mailings through the subset of TEP

- Focus Fish Contract
 - Proof of Liability Insurance
- SciWildlife tiles – increase price to ensure break even; last year lost money
 - Star Days Party
 - P22 – Friday assempbnly, not after school
 - Raptor Show during the day
- Auction
 - May 3rd or May 4th
 - Ranch on the Mesa
- TEP Representative to go to Leadership
 - Rotate
 - Leadership meetings are 2nd Tuesday of month at 1:45PM

III. Upcoming Science Events

- A. Space and Astronomy at Fiddle and Griddle September 1
- B. Space Themed Tiles with Paul Doolin end of September
- C. Wildlife focus with P-22 in October

IV. Next Steps

- A. Next Meeting – Tuesday, October 9, 2018

Meeting Minutes By Rich Singer

End of Meeting.