

TEP Minutes – 05/10/2022

- **Attendance** (started at 7:05pm) - via Zoom: Bridget Cook, KathleenBeegle, Fuji Whittenburg, & Molly Lynn
- **Financial update** - (Kathleen) The projections still show us at least breaking even and possibly having a surplus, depending on the silent auction income.
- **New TEP board members process** - (Fuji) We have begun recruiting for new members through parent square. Also, Bridget will send a Room Parent announcement, Kathleen will post on the school board in front of school. Planned to host an informational TEP Coffee on Friday May 20th in the front of school from 7:45-8:30am. Kathleen will get bagels/coffee. As many TEP members as possible should attend to help promote TEP and answer questions for interested parents. Fuji will make a flier. We will vote in new members at the next meeting in June.
- **Fundraisers**
 - Gala - People had a wonderful time! Thanks Fuji!
 - Silent Auction - (Fuji/Kathleen) - We have lots of gift cards and parents have donated cool “experiences.” The auction will probably open in about a week and last for 2 weeks. It will be open to the public. We are hoping to raise at least \$10,000.
 - Yearbook - (Miria/Fuji) - We use *Free Ring*, an online company for the yearbook. People will buy directly from the company and TEP will get a small percentage of the proceeds. Room Parents are being asked for photos (send to Miria). Each 5th grader gets a dedication page, Fuji will follow up with Farracy and Miria about cost and fundraising for this. We have no plans to sell advertising in the yearbook this year.
- **Topanga Days** - The TCC has offered for TECS to have a table promoting the school (Manzanita is having one as well) on Sunday at Topanga Days. TEP agreed this should be run by the school. Molly will coordinate outreach to Kevin, Rit, and kindergarten teachers to see if they can volunteer a couple hours each to run the table from 11am-4pm(ish). TEP will offer to pay their Topanga Days ticket. Could do an activity (i.e. cornhole, or knocking bottles with bean bags) and give away prizes (extra chotchies in Spirit shack). Maybe Ms. Rit could do a “story time?”
- **Track & Field Day** - We need a leader for this. Bridget will reach out to Room Parents. Scheduled for all day at the TCC on June 7th. Each class comes up with an activity (i.e. relay race) that all the classes can participate in. Activities are usually run by parent volunteers.

- **Future Budget** - discussion about how to best make next year's enrichment more streamlined than this year. Fuji will reach out to current vendors by email asking for their proposals for next year. Kathleen has made an excel sheet that compares the budgets of the last few years (covid and pre-covid) for review. The new board will have to vote on the new budget in June, either at the first TEP meeting or an additional meeting in June. Fuji proposed making the June meeting the first Tuesday in June instead of the second because there will be less going on.
- Adjourned meeting 8:23pm