



Educare Family Association Meeting Minutes

Meeting Date: November 28, 2017

Attendees

Alyssa Theodore, Erin Palombo, Janice Czeh, Mary Janson, Sue Mogard, Tara Steiner and Wendy Jue

Review Minutes

- Wendy will email minutes to the group from the September 26th meeting.

EFA Bulletin Board

- Alyssa will work on winterizing the lobby tree display and Discovery Trail fundraising bulletin board.
- The EFA Bulletin Board has been updated to include some information on upcoming Teacher Appreciation holiday calendar and Staff Favorite Things. It also includes Cookbook Recipe pages and additional information on monthly themes.
- A number of Discovery Walk books have been purchased from the Amazon Wish List. They are currently by the EFA bulletin board, but are not being utilized by families. Suggest making these books available for families to check-out and return at their convenience. Maybe a display area could be set up for these books in the front lobby by the tree display?
- EFA should send out another email and/or FB blast to encourage families to use the nature books, Discovery trail and equipment (binoculars, magnifying glasses, etc.), as well as provide an update on the fundraising goal and current status.

Welcoming Committee (Alyssa)

- Next year we plan to have the magnet order ready with calendar of events right after the July planning meeting, so that the order can be placed right away and be ready to distribute to families in September.
- Keep bulletin board up to date and put out another email/FB blast to encourage families to use books, trail and donate.
- Plan to add a Guest Book to the first box on the trail to allow visitors to note when they visited the trail.
- EFA could create a discovery walk club where we do monthly activities. "What did you find" box could be added where families could display neat items that were found either on the trail or in the outdoors.

Property Improvement & Maintenance

- Discovery Walk Path Enhancement Fundraiser – Goal \$1,500
 - \$430 in monetary donations, items purchased off Amazon Wish List (\$283.58 in purchases) = \$713.58 total donations

- All nature boxes are filled with items along the path and the “Nature Nook” at the beginning of the path includes the backpacks and nature exploration items.
- The EFA Bulletin Board includes names of all families who have donated to the fundraiser.

Fundraising

- Cookbook Fundraiser (Alisa B.)
 - We received four new recipes so far this year with the new themes. Suggest using FB page to make recipes more accessible and share some that have already been provided with photos.
 - To encourage more families to provide recipes, we could have a drawing for prizes. For each recipe that is submitted, families name will be added to the drawing. Each month a name will be drawn and the winner will receive a free Scholastic Book!
 - We should also let families know that recipes can be submitted retroactively (after a particular monthly theme has passed). We all understand that everyone is busy and don't want families to miss the opportunity to submit recipes even though the particular themed month has already passed.
 - Mary will send an email to Alisa to let her know about the additional incentives we came up with to increase participation.
 - Maybe add multiple theme recipes cards on the board and in addition a non-theme one in case families want to share recipes that don't necessarily fall within the stated monthly theme.
 - Maybe see if there are donations from families that can contribute to incentives for recipes.
- Vendor Event (Erin)
 - The Vendor Event on 12/2 was cancelled. Still need to determine another day in spring for this event.
- Other Fundraiser Ideas: Schedule a date when a Food Truck is available at ELC with a set menu, so that families can place orders and bring home dinner.

Community Outreach

- BEACON Food Bank Stuffing Drive
 - Thank you Palombo Family for bringing stuffing drives items to the Food Bank on November 16th! We collected 106 boxes which went well beyond our goal of 90 boxes.
- “Souper Bowl” Sunday Canned Soup Drive
 - Plan to have a canned soup drive to donate to the Jefferson Food Bank in February. Alyssa has volunteered to contact the Jefferson Food Bank to determine delivery date, create flyer, see if there are preferences/highly requested items, and determine our goal to work towards.
- EFA Coat Drive
 - Tara suggested an EFA Coat Drive that could be coordinated to go to Gaithersburg Elementary School where this is a need for winter coats. Past coordinator at Gaithersburg ES recently left, but Tara will let us know more information as it becomes available.

Event Committee

- Trunk or Treat – Saturday, October 28 (4-6pm)
 - There were over 150 people in attendance! 16 pizzas were ordered and we only had one left over. We had great weather for this event. The earlier time frame was positively received and it was nice to be trunk-or-treating while it was still sunny out. Everyone had a fantastic time and families created some truly amazing and creative trunk/car decorations!
- Holiday Craft/Wreath Making Night – Tuesday, December 5 (5-7pm)
 - We still have decorations and glue guns and sticks, but need wreaths.
 - We will have the event in the Nest and serve hot coco and popcorn.
 - Need volunteers to oversee the evening. Also need a flyer.
- Family Potluck and Movie Night – Saturday, March 10 (4-7pm)
 - Erin will put together a flyer for this event.
 - Still need to decide on what movie will play.
- End of Year Picnic/Ice Cream Social – Saturday, May 19 (4-7pm)
 - It would be fun to set it up like a carnival.
 - Give out raffle tickets and little prizes
 - We could recommend donation in place of an entrance fee. Another option would be to allow families to purchase tickets to play games. We could have pre-event discounted ticket pricing.
 - Maybe have a pig roast from Hemp's?
 - Rain Gutter Regatta / Boat Race – Kids could make mini sail boats, then set them up in a rain gutter with water and use straws to blow them through to the finish line. This would be lots of fun for families and kids to participate in.

Staff Appreciation

- Holiday Staff Appreciation Week – December 18-22
 - We have a sign-up sheet for families to bring food items anytime during December for staff to enjoy.
 - EFA will also have lunch for staff on Monday, December 18. We'd love to work with a local small business. Potomac Street Grille, Little Red Barn, Binancios, South Street Grille, Kings, Beans and Watsons were suggested. Decided to go with Little Red Barn.
 - Mary will reach out to LRD to determine if lunch could be catered and what options are available.
 - A menu and order form for staff will need to be prepared.
 - Volunteer is needed to order and pick-up lunch items.
 - It would be fun if LRB could bring the ice cream cart and offer staff ice cream for dessert as well.
- Teacher Appreciation Week – May 7-11

Next Meeting: Wednesday, January 10, 2018, 6:30-8:00 pm

Minutes completed by Wendy Jue