

Sunday, February 18, 2018

Planning Committee Meeting held at temporary office location:

4328 Wade Hampton Blvd Suite G – (rear office)

Taylors, SC 29687

Office cell 864-775-1818

Dana cell 864-775-1733

1. Introductions, 19 people present
2. Sign in with phone number
3. General questions answered by Traci Bryant-Riches and Dana Hutto
 - a. What type of curriculum will be used? Dana Hutto is researching what will be best for the students/school based on what is available through the state.
 - b. We still need 200 students to register, in order to open at full capacity
 - c. Facebook survey notification was sent out for possible morning care option for enrolled students. Parent at a prior Forum asked if morning care would be an option.
 - d. For any parents that are not comfortable answering ELA questions, the Parent Forums given by Dana Hutto are very helpful.
 - e. **Recruitment is in full swing and it is the planning committee's main focus!!!**
 - f. Please use the excel document in the Dropbox, titled "Recruiting Events" to log any places where you leave posters/cards (copy attached in email).
4. Upcoming planning committee events were discussed in detail, including responsibilities of someone who volunteers to coordinate the event.
 - a. Master schedule is located in the Dropbox (with a copy attached in email) that can be used for scheduling of events.
 - b. Consider having a tablet, laptop or cell phone available to enroll students at events.
 - c. Use Facebook Live at all events. Facebook Live gets many more views than regular posts.
5. Members had **GREAT** discussion/brain storming for recruiting events in March and April.
 - a. Let's get excited about this **AWESOME** opportunity for our children and spread the word!!!!
 - b. Many of the parents present today, volunteered to coordinate events (see additional attachment in email for event details). **THANK YOU!!!**
 - c. Share ELA posts (publicly) on Facebook and Instagram.
 - d. Invite your friends to like ELA Facebook page – the more likes we get, the more advertisement we receive from Facebook.
 - e. Take a picture of an ELA card and post within the local Yard Sale and Mom groups.

6. Supplies

- a. Traci will be ordering more bookmarks for recruitment events.
- b. Traci is still working on getting the ELA logo finalized
- c. Traci ordered more ELA cards and they are being stored at the office
- d. Sheryl Moriaty has two office folding chairs, table, posters and most decorations for Switch~a~Roos – Spartanburg event.
- e. Dana has a bag of candy to use for recruiting events (stored at the office).
- f. Traci to order plates, yarn and craft items for the Easter Egg events in March and the Panda Zoo event.
- g. Traci will order small bags to use at the Easter Egg events
- h. Dana has a small table that can be used as the craft table at the Easter Egg events (Dana will take table to office).
- i. Traci to order more fortune cookies for recruiting events

7. MISC

- a. Shelley Maynard sent email to St. Patrick's Day Parade and Festival contact to inquire about ELA being in parade and being a vendor at the festival.
- b. Shelley Maynard left ELA cards at the office for Brittany Rashad – Lollipops event.
- c. Additional March event found. **Here We Grow Again (Consignment) – Greer. March 7 – 10. Any volunteers??**
- d. Suggestion was made to vary the planning committee meetings between Saturdays and Sundays to accommodate everyone's schedules.

*****Don't forget – anywhere that you can spread the East Link Academy word.....DO IT!!!**