



MCN Executive Board Meeting Minutes – January 2017: Approved

Date – Location	January 4, 2017 – MATES Multipurpose Room	
Meeting Called to Order by	Brenda Miller	
Time	5:32pm	
Attendance: Present	Co-Organizational Presidents: Brenda Miller and Ruth Shramek; Asst. Director: Kristin Walker; Parliamentarian: Keith Akiyama; Co-Program Coordinators/1st VP: Lainie Donnell and Sara Houck; Co-Fundraising Coordinator/2nd VP: Erica Rockabrand; Co-Secretary: Lisa Humphries and Rachelle Llacer; Treasurer: Mitzi Ward; Financial Secretary: Adam Gauthier; Room Rep Coordinator: Nadia Hefni Foster; Teacher Rep: Denise Shutts; Auditor: Melanie Herrera	
Absent	Executive Director: Brenda Olshever; Communications: Karen Gauthier; Co-Fundraising Coordinator/2nd VP: Jennifer McElvany; MATES Board Rep: Nicole Flynn	
Agenda Item	Discussion/Recommendations	Next Steps/Status
Approval of the Minutes and Presidents Welcome		
Minutes from Previous Meeting	Action Item: Approval of minutes from December MCN Executive Meeting <ul style="list-style-type: none">○ Objections? No; All in Favor? Yes	Minutes approved
Presidents Welcome	<ul style="list-style-type: none">Brenda Miller• Welcome to the first meeting of 2017.	
Reports of Officers		
President's report	<p>Presenter: Brenda Miller</p> <ul style="list-style-type: none">• Financial report being assembled for how much MCN has raised, costs, gifts to school, etc. this year. Summary will wrap up financials from two of the largest fund raisers for the school year.• School Wish List: \$15,000 of funds have been committed. Keep ears open to parents and staff on share on ideas for the school and where parents would like money to go.• Survey results should be available at Feb. meeting. Currently, 80 surveys have been completed. Discussion to send a notice to parents indicating a target response number and underscoring the value of MATES community feedback to MCN.• Weekly flyers: Be sure to have someone agreed on/confirmed who can make copies if needed.	
Executive Assistant and Director	<p>Presenter: Kristin Walker</p> <ul style="list-style-type: none">• Three new staff members have joined MATES to replace staff that left at end of 2016: Kendall Sears is the new 1st grade teacher and Julie Tunnerman and Kelsey Ardoine are the new speech pathologist and speech pathology assistant, respectively, team at MATES.	



	<ul style="list-style-type: none">Grandma Rose gave a presentation at school – great message for the kids.Sewing event Monday, Jan. 9th to support the Winter Art Gallery.STEAM night is Feb. 23rd: guidelines for science and tech fair entries have been posted on Mrs. Carey's and Mrs. Weeks' website, respectively. Flyer has been sent for STEAM night.MATES open enrollment begins on Monday, January 9th; please spread the word and also advise on submission deadline date (Feb. 16th). Reservations for school tours are open.	
Staff	Presenter: Denise Shutts <ul style="list-style-type: none">Grandma Rose was great. The kids enjoyed it and ask after the book.	
MATES Board Members	Presenter: Nicole Flynn <ul style="list-style-type: none">Not present	
Communications	Presenter: Karen Gauthier (absent – updates sent via email) <ul style="list-style-type: none">Pipeline of communications for events through the end of the year are going great!Start thinking about training incoming MCN Board Members for next school year. Set aside time in the Spring to train and also think about any communications for Fall events/committees that will be formed in the spring and what communications may be needed to get those committees going (eg, flyers, Sign Up Genius).Survey Update: As of 1/1/17, 78 Fall Survey responses have been received.	
Auditor	Presenter: Melanie Herrera <ul style="list-style-type: none">Audit in progress.	
Parliamentarian	Presenter: Keith Akiyama <ul style="list-style-type: none">Nominating committee complete – Deanne Carter (chair), Pamela Brundell, Susan Cunningham, Elaine Weisberg, and Alejandro Garcia. <p>Action Item: Move to approve Nominating Committee.</p> <ul style="list-style-type: none">Objections? No; All in Favor? Yes	Motion Carried
Programs	Presenter: Lainie Donnell <ul style="list-style-type: none">Getting ready for Winter Gallery<ul style="list-style-type: none">Food will be available from Latino Market (for purchase) and Vintage Grocers (samples). Music will be provided.Invitations for Family Dance on Feb. 10th are in progress.Science Assembly on March 20th: more volunteers are needed to help on day of event.Spirit sticks: the kids have been excited.MATES adult T-shirts arrived.	
Fundraising	Presenter: Erica Rockabrand <ul style="list-style-type: none">Feb 2nd and 3rd sign-up for kids' silhouettes by Karl Johnson will be coming soon – a flyer will be sent and samples posted prior to event.The second holiday photo day was a success.Benefit Auction and Dinner (and casino night) will be at Agoura	



	<p>Hills event center. Sponsor Forms are now available and will be circulated.</p> <ul style="list-style-type: none">○ It was suggested that tickets for staff will be covered; tickets for their guests will be \$50. Ticket prices for parents will be \$75 this year and will include one drink and playing chips.○ Online auction will be offered again from Feb. 1-15th. Online items currently include Teacher Time and after school enrichment programs.○ Invitations are in progress.○ Help needed to collect donations for the auction.	
Head Room Representative	Presenter: Nadia Hefni Foster <ul style="list-style-type: none">● No new updates.	
Financial		
Approve checks	Presenter: Mitzi Ward <ul style="list-style-type: none">● Move to approve 14 withdrawals including and check numbers #1585 – #1595 totaling \$9,844.74.<ul style="list-style-type: none">○ Objections? No; All in Favor? Yes● Move to approve 24 deposits totaling \$12,585.37.<ul style="list-style-type: none">○ Objections? No; All in Favor? Yes	Motion Carried Motion Carried
ACTION ITEM: Release of funds	Move to approve the release of funds for the following item: <ul style="list-style-type: none">● Monthly Gift to School - \$300.00<ul style="list-style-type: none">○ Objections? No; All in Favor? Yes	Motion Carried
New Business		
	<ul style="list-style-type: none">● Discussion on possible purchase of "Publisher's Clearing House"-style, giant check to present MCN donation to school at end of year.	
Ongoing Business		
	None	
Adjournment		
Next Meeting	February 8, 2017 at 6:00pm	

Meeting Adjourned At: 6:20pm

Minutes Compiled By: Lisa Humphries