



## MATES Community Network - MCN

# MCN Executive Board Meeting Minutes – January 2017: Approved

<b>Date – Location</b>	January 4, 2017 – MATES Multipurpose Room	
<b>Meeting Called to Order by</b>	Brenda Miller	
<b>Time</b>	5:32pm	
<b>Attendance: Present</b>	<b>Co-Organizational Presidents:</b> Brenda Miller and Ruth Shramek; <b>Asst. Director:</b> Kristin Walker; <b>Parliamentarian:</b> Keith Akiyama; <b>Co-Program Coordinators/1st VP:</b> Lainie Donnell and Sara Houck; <b>Co-Fundraising Coordinator/2nd VP:</b> Erica Rockabrand; <b>Co-Secretary:</b> Lisa Humphries and Rachelle Llacar; <b>Treasurer:</b> Mitzi Ward; <b>Financial Secretary:</b> Adam Gauthier; <b>Room Rep Coordinator:</b> Nadia Hefni Foster; <b>Teacher Rep:</b> Denise Shutts; <b>Auditor:</b> Melanie Herrera	
<b>Absent</b>	<b>Executive Director:</b> Brenda Olshever; <b>Communications:</b> Karen Gauthier; <b>Co-Fundraising Coordinator/2nd VP:</b> Jennifer McElvany; <b>MATES Board Rep:</b> Nicole Flynn	
<b>Agenda Item</b>	<b>Discussion/Recommendations</b>	<b>Next Steps/Status</b>
<b>Approval of the Minutes and Presidents Welcome</b>		
<b>Minutes from Previous Meeting</b>	<b>Action Item:</b> Approval of minutes from December MCN Executive Meeting <ul style="list-style-type: none"> <li>○ Objections? No; All in Favor? Yes</li> </ul>	Minutes approved
<b>Presidents Welcome</b>	Brenda Miller <ul style="list-style-type: none"> <li>• Welcome to the first meeting of 2017.</li> </ul>	
<b>Reports of Officers</b>		
<b>President's report</b>	Presenter: Brenda Miller <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Weekly flyers: Be sure to have someone agreed on/confirmed who can make copies if needed.</li> </ul>	
<b>Executive Assistant and Director</b>	Presenter: Kristin Walker <ul style="list-style-type: none"> <li>• Three new staff members have joined MATES to replace staff that left at end of 2016: Kendall Sears is the new 1<sup>st</sup> grade teacher and Julie Tunnerman and Kelsey Ardoin are the new speech pathologist and speech pathology assistant, respectively, team at MATES.</li> </ul>	



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



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

Meeting Adjourned At: 6:20pm

Minutes Compiled By: Lisa Humphries