



Meeting Minutes 2016/2017, MATES Community Network - MCN

Date – Location: July 1, 2016 – Ruth Shramek's house		
Meeting Called to Order by: Brenda Miller Ruth Shramek		
Time: 7:23 pm		
Attendance Present	Co-Organizational Presidents: Ruth Shramek /Brenda Miller; Asst. Dir. Admin. Liaison: Kristin Walker; Co-Fundraising Coordinators/2nd VP: Jen McElvany; Co-Secretary: Lisa Humphries and Rachelle Llacar; Treasurer: Mitzi Ward; Co-Program Coordinators/1st VP: Lainie Donnell and Sarah Houck	
Absent	Executive Director: Brenda Priske; Staff Representative: Jessica Lara; Financial Secretary: Kristine Jensen; MATES Board Liaison: Barbara Bracco Sipes; Room Rep Coordinator: Nadia Foster; Auditor: Melanie Herrera; Co-Fundraising Coordinators/2nd VP: Erica Rockabrand; Staff Representative: Kristi Klingerman Parliamentarians: Keith Akiyama; Communications: Karen Gauthier	
Agenda Item	Discussion/Recommendations	Next Steps/Status
Presidents Welcome		
Presidents	<ul style="list-style-type: none"> Brenda Miller welcomed everyone and the new team took a couple minutes to get acquainted. Ruth Shramek welcomed everyone and discussed best practices to help MCN meetings run efficiently and effectively. The team shared their goals and inspirations for the MCN in the 2016-2017 school year. 	
Reports of Officers		
Presidents	<ul style="list-style-type: none"> Brenda Miller reported on updates to the MCN website, to improve usability by MATES parents and make it easier for parents to get relevant and timely information on school events. 	
Executive / Assistant Directors	Kristin Walker reported: <ul style="list-style-type: none"> Thank you for putting together packet, will be big help. Excited for the upcoming year! 	
MATES Board Member	Not present	
Staff	Not present	
Communications Representative	Not present	
Auditor	Not present	
Parliamentarian	Not present	



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Program Coordinators	<ul style="list-style-type: none"> Sarah Houck and Lainie Donnell introduced Spirit Sticks for MATES and showed examples. <ul style="list-style-type: none"> Discussion ongoing for when to roll out Spirit Sticks. Sarah introduced various options for “kindness programs” being considered for the coming school year (eg, “Think Kindness” or Grandma Rose). 	
Fundraiser Coordinator	<p>Jen McElvany reported:</p> <ul style="list-style-type: none"> Currently looking for MATES parent volunteer for Marketplace Chair and other unfilled roles, as well as programs/events those that require additional support. 	
Head Room Representative	<p>Nadia Foster reported:</p> <ul style="list-style-type: none"> Request for End-of-year summary from Room Parents and plans for next year. Discussed plans for Back-To-School Staff Luncheon. 	Action item: Create a spread sheet and guidelines for Room Parent Reps.

Financial		
Monthly Update	<p>Mitzi Ward reported:</p> <ul style="list-style-type: none"> Action Item Motion to release funds for the following: <ul style="list-style-type: none"> Agenda planners for students – \$600.00 Back to School Bash – \$700.00 Spirit Sticks – \$2000.00 Sign-up Genius (plus Admin office supplies – \$150.00 Teacher’s Luncheon – \$250.00 Welcome Coffee – \$250.00 Discussion? No. Objections? No. All in favor? Yes. 	Motion carried
New Business		
2016-2017 Events	<p>Topics of discussion:</p> <ul style="list-style-type: none"> Back to School Bash – plan to give out MATES plastic cups with straws (1 per student; additional cups for sale). Gmail being considered instead of Outlook (sign up as non-profit). Pay4SchoolStuff online payment site being evaluated. Ideally, each family would have a single log-on and all school-related payments could be made available on centralized site (eg, MCN donation, afterschool enrichment programs, field-trips, hot lunches). Moxtra – new members were introduced to the MCN online collaboration tool. 	
Next Meeting	August 10, 2016 Time: TBD Location: TBD	

Meeting Adjourned At: 08:28 pm

Minutes Compiled By: Lisa Humphries