



Meeting Minutes 2015/2016, MATES Community Network - MCN

Date:	October 14, 2015	
Location:	MATES, Multi-Purpose Room	
Meeting Called to Order by:	Divo Denove	
Time:	05:40 pm	
Attendance:	Divo Denove, Kristin Walker, Nadia Foster, Lisa Humphries, Brenda Miller, Jessica Lara, Susan McGillivray, Kristi Klingerman, Tracy Kitzman, Ruth Shramek, Ashley Carson, Rachelle Llacar, Christine Evangelista, Jenifer Ludwick, Melanie Justice	
Absent:	Brenda Priske, Dawn LaGuardia, Barbara Sipes, Karen Gauthier	
Guests:		
Agenda Item	Discussion/Recommendations	Next Steps/Status
Approve prior minutes	<p>Lisa called for a motion to approve the minutes from the September 9th MCN meeting and September General Assembly.</p> <p>Motion to Approve by: Susan McGillivray Second: Nadia Foster Discussion: None Unanimously Approve</p>	



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Financial		
<p>Monthly Update Ruth Shramek</p>	<p>A. Ratify Prior Months Checks: Ratify checks [#1391–#1405] plus 3 online payments, totaling \$36,557.62 (cost included: \$22,650 for the track, ~\$4,000 for taxes, \$2,500 for MATES welcome social , and \$3,860 for MATES teacher supply reimbursement)</p> <p style="text-align: right;">Motion to Approve by: Ruth Shramek Second: Tracy Kitzman Discussion: None Unanimously Approved</p> <p>B. Deposit Notices: Ruth noted that we have a lot of new volunteers and it would be helpful if they would be very specific in stating where the funds came from as was done last year by Teri Denis (eg, If they came from the Marketplace, indicate if they came from carwash or used uniforms sales). This will help Ruth track the funds better.</p> <p>Brenda indicated that she will buy a depository safe to make process easier.</p> <p>C. Intuit: Intuit has new card readers for EMV chip-enabled cards. Because the liability may shift to us in cases of counterfeit or stolen cards starting October 1st, it was recommended that we purchase 3 at \$30.00 each (\$90 total) to replace the 3 we have now.</p> <p style="text-align: right;">Motion to Approve by: Ruth Shramek Second: Susan McGillivray Discussion: None Unanimously Approve</p> <p>D. Taxes: Taxes are due on November 15th and Ruth will be requesting an extension. We requested an abatement form to get the \$4000.00 delinquency charge (resulting from 2013/2014 Board) back.</p> <p>E. ACTION ITEM: Release of Funds a. Gift to school - \$5000 (3 hydration stations at \$1500 each + install)</p> <p>Discussion: The Gravers are very excited and would like to purchase the stations for the school; they will write MCN a check as a direct donation to purchase the stations. We can add a plaque to the</p>	<p>Inform and advise volunteers to specify where all funds come from.</p> <p>Determine if we need to release funds for depository safe.</p> <p>Ruth to request extension for taxes and file abatement form</p> <p>Obtain check from Gravers for Hydration</p>



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	<p>station. Divo noted that we have families that can support the install of the hydration station. There is a work order in place to get approval for the location. Ideally the stations will be before the MATES Fun Run.</p> <p>The filters are \$75.00 each and will need to be replaced each year. The school said they can budget for the replacement of the filters.</p> <p style="text-align: right;">Motion to Approve by: Ruth Shramek Second: Susan McGillivray Discussion: none Unanimously Approve</p> <p>b. Ruth requested to release \$100.00 to cover bank fees.</p> <p style="text-align: right;">Motion to Approve by: Ruth Shramek Second: Susan McGillivray Discussion: none Unanimously Approve</p> <p>c. Tracey requested the release of funds in the amount of \$2000.00 to cover costs for MATES Celebration Day.</p> <p style="text-align: right;">Motion to Approve by: Susan McGillivray Second: Ruth Shramek Discussion: There is no way around payment Unanimously Approve</p>	Stations.
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Reports of Officers		
<p>Presidents Brenda Miller Divo Denove</p>	<p>President's Report Brenda:</p> <ul style="list-style-type: none"> • Welcome to Jessica! • Thank you to Nadia and Divo and Exotic Thai! Nadia noted that the feedback from attendees was very helpful and can go into planning for future events • Shutterfly Photo Day went smoothly. The photographer was great and went above and beyond; she took several extra photos at no additional cost for the families. Of note, the photographer said if we wanted to do it again, she would work with us outside of Shutterfly so we could keep a larger portion of the profit; but, this will take a lot of time to set up. • Hurray for all the good things coming up: MATES Celebration Day and the Book Fair! <p>Divo:</p> <ul style="list-style-type: none"> • Direct Donation: Going well and Jeni Dukakis is doing a great job, collecting and logging the donations, handling matching gifts. <ul style="list-style-type: none"> o Notably, Chris Auster and Stephanie Ford donated tickets to the new Peanuts movie on Thursday, November 5th and will put together family four packs for a drawing for folks that donated. o So far \$20,000.00 has been donated towards the \$30,000.00 goal and participation is up 26%; however, this is still low and we would like to increase participation as there are 15 days left (ends on October 31st). Another option is to sign up to donate a smaller amount on a monthly basis. Some people did it last year, can we find out how this was done? • Running Club: Going very well, lots of enthusiasm! 120 kids have signed up. They have color coded bracelets with chip timers, and a sound systems so the kids can run to music. <ul style="list-style-type: none"> o Dan Peterson was thinking of way to integrate a healthy kids component on Thursday, such as strength training and challenge; perhaps the PE teacher could help? • Holiday Boutique: Lots of work going into it as Jenifer Francis is the only one taking it on and needs a committee of people to execute; she needs volunteers so that she can oversee planning (eg, collect checks, put together contracts, additional people to help on the day of). Brenda noted that the best way to get people involved is take the personal approach, that is, approach people 1:1 and ask for help with clear, specific questions (eg, "Could you help with the Holiday Boutique by reaching out to one vendor?"). <ul style="list-style-type: none"> o \$75 donation for a spot at the boutique, 15% back to school, and one item to donate to the "opportunity drawing". It was noted that in the past, this event was not a huge money maker despite the effort because 	<p>Look into how smaller, monthly direct donations were handled last year</p>



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	<p>there are only a few vendors that people buy a lot from. Rachelle noted that any event that generates money for the school is positive. Divo suggested that if needed, we could cancel this year and then take the time to plan better for next year.</p> <ul style="list-style-type: none"> o Looks like the only venue that will work is the school so will need to set up inside and outside. Question: Can we use the classrooms? Will need to look into. o Suggested approaches for volunteers: Could we each identify 1-2 people in each of our respective classrooms and ask them if they could help? Ask if one parent in each class could contact a vendor and break down the action-items for clarity - be sure to note that they don't have to drive the event, just help with a specific task. o We need help with vendor outreach (using a template email) and marketing (Happenings?). Currently we have 5 people that will help on day of the event, but we need 5 additional people to do vendor outreach as we are hoping for 25 vendors with a range of price points. We will think over the next week and try to make a decision. o A lot of people want to have the event and the teachers are excited, but if we don't get volunteers we will need to cancel it (Rachelle has let Jenifer know). Can we do an all-call to let all families know that if they don't get involved we can't have it? When is the drop-dead date? Rachelle informed Jenifer that a venue must be identified by next week. The school is possible but it's not an optimal choice because it's too small. Can we tent the blacktop? Vendors can bring their own tents. Give the team a week to discuss options. o Nadia asked, can we somehow gently remind people that volunteering is encouraged? Other schools have mandatory time commitments. <ul style="list-style-type: none"> • MATES Fun Run (please use the term <i>MATES</i> Fun Run, as Apex is supporting): <ul style="list-style-type: none"> o Candice has stepped down from co-fundraising position but will support the Fun Run o Joe Kneizeh and Bryan Denove are putting the event together and they are working hard to obtain sponsorships and are getting a good deal on high quality dry-fit shirts. Bob Fryer (who helps with Art at Lunch) is designing the shirts. They have collected \$4000.00 in sponsorship commitments in 1 week. Sponsors from the previous fun run are being asked if they would consider increasing their donation from last year's amount. Fun Run date is Thursday, November 12th; it was moved up one day to allow time for follow-up. Of note, Wednesday, November 11th is a holiday, so we will need 	<p>Identify venue for Holiday Boutique by next week (October 19th)</p> <p>Determine deadline for go/no-go on Holiday Boutique</p>
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	<p>to make sure we follow-up with the families.</p> <ul style="list-style-type: none"> o Divo discussed putting together an information sheet that could be posted to help with possible negative comments regarding the cost of APEX. Bottom line, we are paying a service fee for this fundraiser. Suggested response if someone has questions: "If you would like to know more, please come to parents' coffee and get all your questions answered!" It was decided not to post anything. <ul style="list-style-type: none"> • Wish list items: <ul style="list-style-type: none"> o Collecting list of items from Brenda Priske and Kristin Walker that the school would like. Question: What are some things that we would like for the school? Ruth suggested a 3-D printer. Jessica would like a color printer. Kristin said that the school has a color printer but perhaps we could have a per-teacher color print budget (cost = 5 cents per copy). Perhaps she can reach out to the teachers and find out what the teachers think would be a reasonable number of copies to request support for. o A collator was suggested for the printer. Divo mentioned that a mural for the front of the school has been requested by Ms. Priske. The dance specialist has requested an interactive white board and projector. Franck LaGuardia would like a new speaker system for the MPR and new professional stage curtains. The beautification committee is also putting together a wish list for flower boxes outside of all classrooms (planting would be done by the kids). Susan noted that many people have brought up the condition of the bathrooms - can we talk to the cleaning crews? The bathrooms were repainted and all urinals replaced this year. Christine asked, are there enough bathrooms or is this a problem? There are defunct bathrooms in the back for storage so maybe the beautification committee can find storage space and we can work to restore the bathrooms? Playground equipment – could we look at replacing the sand with rubber (must go through school district)? o A master list of items will be maintained and we can then prioritize the list at MCN 	<p>Create a master list of MATES wish list items</p>
<p>Executive / Assistant Directors Brenda Priske Kristin Walker</p>	<p>a. Kristin: Kristin indicated they have received great feedback and said thanked everyone for all the hard work.</p> <ul style="list-style-type: none"> • Divo noted that the next MATES Board Meeting will be on Monday and that parents are being actively encouraged to attend as they would like increase attendance 30%. They are thinking of incentivizing attendance with gift cards. 	



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<p>Staff Jessica Lara Kristi Klingerman</p>	<p>a. Kristi shared that the staff said thank you for the social - it was so much fun and they appreciate everything you're doing for the school!</p> <p>b. Additional kind words: "It's so organized! Thank you!"</p>	
<p>MATES Board Member Barbara Sipes</p>	<p>Not present</p>	
<p>Fundraiser Coordinators Candice Junge Rachelle Llacar</p>	<p>a. General</p> <ul style="list-style-type: none"> • Candice has officially stepped down and we are looking to fill the position. <ul style="list-style-type: none"> ○ Kristen noted that because the position is composed of two people, it's not formally a vacancy, but we need to determine if a motion is needed to accept Candice's resignation. ○ Divo has identified someone who could step into fundraising next year, "They have tons of knowledge and great ideas!" <p>b. ACTION ITEM: Benefit Dinner and Auction Location Vote</p> <ul style="list-style-type: none"> • Discussion: Christine and Rachelle have reviewed the three possible venues: 1. Ronald Reagan Library, 2. Westlake Yacht Club/Boccaccio's, or 3. Sunset Hills Country Club. See PowerPoint presentation outlining the different cost, food, and extras offered at each location (large amount of variation between venue options) • Issues with trying to locate additional venues included available dates, capacity, and minimum required cost. • The Ronald Reagan Library is the most expensive. High capacity of 350 would allow us to increase sponsorship and attendance. Special perk: if we have event there, guests can tour the library as well. • Cost = \$67 per person (thus would need MCN to help bring cost down). Of note, no money can be exchanged at the library, it must be done off-site. • Westlake Yacht Club/Boccaccio's is the recommended venue (April 16th). Capacity of 250 and would be at yacht club this year, not the restaurant. Mix of sit down and cocktails tables. Dinner buffet or hors d'vours (passed and station appetizers). Westlake yacht club can bring cost down to \$50.67/person. Has a dance floor. <ul style="list-style-type: none"> ○ Cost, familiarity, success, can start set up at 8am and would have a 5 hour event time. ○ Currently waiting for revised contract for venue cost reduction from \$2600 to \$1800. ○ Question: Do we have to use Boccaccio's for food or can we go with less expensive option to keep cost 	<p>Determine if we need to have a motion next month to formally accept Candice's resignation. Do we need one for Bridget as well?</p> <p>Obtain finalized contract for Westlake Yacht Club/Boccaccio's and hold vote to approve contract.</p>



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	<p>down? Westlake Yacht Club has a preferred vendor, but because of the relationship between the two places, they allow Boccaccio's to cater.</p> <ul style="list-style-type: none"> ○ Timeline: Would like to have a committee kick-off meeting before the Holidays and send out save the date notices in January. ● Sunset Hills Country Club - Capacity of 200 and may be too tight to have people mingle. ● Decision: Westlake Yacht Club/Boccaccio's was selected to be the venue ● General event details include: presale of tickets to MATES families in February (including the possibility of up to 5 VIP tables for \$1000.00 each with champagne that are reserved for the entire night), dance floor, and photobooth. Silent auctions can be started ahead of time and some will be online (need to figure out which items will be online only, such as "teacher time") and with most items as part of the live auction. We will vote to approve the contract later, once we have it. Question: Does Boccaccio's need a signed contract? Divo replied that they do not. <p style="text-align: right;">Motion to Approve the Venue: Christine Evangelista Second: Tracy Kitzman Discussion None Unanimously Approve</p>	
<p>Parliamentarian Christine Evangelista Melanie Justice</p>	<ul style="list-style-type: none"> a. Nominating Committee <ul style="list-style-type: none"> ● Christine and Melanie are working on flyer for upcoming Wednesday folders to form a Nominating Committee (NomCom) for recruitment of the 2016-2017 MCN Executive Board. In addition, there will be an upcoming Wednesday folder flyer (either same one or separate) advertising the vacant Fundrasing Co-Chair position and the need to fill it ASAP. The group discussed reaching out to parents in our childrens' classrooms to gauge interest in being a part of the NomCom which will require a smaller time commitment than an MCN Board position. b. By-Laws Update <ul style="list-style-type: none"> ● Melanie has made significant progress on these and has incorporated new information as it has come along, but this is still a work in progress and will be completed by the end of the year. c. Co-Fundraising Chair vacancy <ul style="list-style-type: none"> ● We will be advertising the vacant Fundraising Co-Chair position to replace Candice with the need to fill it ASAP. 	



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<p>Program Coordinators Jenifer Ludwig Tracy Kitzman</p>	<p>a. MATES Celebration Day Update</p> <ul style="list-style-type: none">• Event will take place on Saturday, October 24th, starting at 1pm.• It will have food vendors (which has proven difficult regarding obtaining insurance forms)(also, it was asked to book the grilled cheese person ahead of time, as it has been a big success), ice cream, 4 inflatables, 6-7 carnival games, and a photobooth. The crafts include a picture frame (to align with the photobooth) and a flower making craft. There will be a balloon arch and speakers with music.• There will be a special Founders of MATES presentation in the middle of the day (3:30 pm), so 15 minutes ahead, have everyone make their way to the MPR. The kids will do a special song, presentation of a plaque, and a slide show. There will be a poster spirit contest (any size is OK) and all kids will get a prize (trying to get a free scoop of gelato from TIFFA or an alternative prize); Frank LaGuardia will be MC and will announce winner.<ul style="list-style-type: none">○ Can we send a note to teachers so they can encourage attendance of the Founders Presentation at 3:30 and promote it in their classroom?• Volunteers for the event are needed. Need help at check-in tables getting waivers signed for the inflatables (waivers are also posted online and can be completed in advance); kids with signed wavier get a bracelet to ID them.<ul style="list-style-type: none">○ Can we ask Apex to come volunteer? How about boy/girl scouts or highschool volunteers? Oaks Christian volunteers needed to have specific approval for the event. YMCA staff? No, because the service needs be free.○ Can we request a free dress day for the classroom with the most volunteers or the classroom gets \$100 to spend on supplies? We will ask to resend the request for volunteers.• Need to align on marketing the name as “MATES Celebration Day” not “Founders Day”! Ideas help get the word out - perhaps put up pictures of inflatable to get the kids excited, put information in the teachers’ boxes so they remember to tell the kids – perhaps the kids and they can tell them to ask parents to volunteer. Therefore we have the teachers, kids, and emails reinforcing the event. Be sure to emphasize that the event is free (except for food).• Of note, this event is not a fundraiser. Divo asked if we could bring in a vendor, but we cannot have fundraising at this point. Perhaps next year we can look into this option.	
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<p>Head Room Representative Nadia Foster</p>	<p>a. Nadia thanked people for their feedback regarding direct donation updates, as Rachelle noted that she was only getting updated from one of her kid's class and not from the other.</p> <ul style="list-style-type: none"> • Jeni has been providing direct donation feedback <p>b. Nadia is also tracking emails and with some of the upcoming school events (eg, Halloween), it may be new opportunity for parents to use Sign-up Genius.</p>	
<p>Communications Representative Karen Gauthier</p>	<p>a. Newsletter Update</p> <ul style="list-style-type: none"> • There is a document being maintained by Karen with upcoming communications and timelines <p>b. eFolder Update</p> <ul style="list-style-type: none"> • Ongoing: trying to find someone to replace Heather Novak. It's a big job and a more user-friendly format is needed. Good job on keeping the Calendar on Communications Timelines. Have a spreadsheet so can easily see when need to get items into the Wednesday folders. • A good response to opt-out of paper communications by parents. <ul style="list-style-type: none"> ○ Challenges regarding email format: when you get the folder, you see the list, but some people don't understand you need to click to open the actual files. So need to make a new file so more user friendly and easier to see (perhaps make links). • We cannot put the MCN board in the office and are looking for a location. Brenda presented 4 potential areas: next to the running club board, next to the upper-grade girls' bathroom, at the entry gate next to staff door, or by the fence at the blacktop entrance. Brenda will post these options so we can think about these options. Sample cases that could be hung or free-standing, in various sizes and colors were presented (a 5 x 3, silver board was noted). <p>c. Question was asked regarding having an electronic kiosk for school. It was noted that the average cost is \$20,000.00 and Ms. Priske may not be in favor.</p>	<p>Brenda to follow-up on new MCN board (size, type, and location) and put it to a vote</p>
<p>Additional Financial</p>		
<p>Audit Susan McGillivray</p>	<p>No Information to Review</p>	

New Business



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	<ul style="list-style-type: none"> • Rachelle asked re: Terracycle, 4th grade class. The student council is looking for community outreach opportunities. If there are opportunities to get passive fundraising, can we move forward with them? Yes. • Karen would like to pursue “Farmer Fresh To You” – just tell people to use our code and the school gets 10% • Agreed that these could be added to the MCN site. 	
Old Business		
	<ul style="list-style-type: none"> • Christine asked what could be done to make track less muddy? Divo noted that the school has cut back on watering, so the grass (and thus, track) is less muddy. 	
Next Meeting	November 18, 2015 @ 05:30 (not doing second Wednesday because of school Holiday)	

Meeting Adjourned At: 7:28pm

Minutes Compiled By: Lisa Humphries