



Meeting Minutes 2015/2016, MATES Community Network - MCN

Date – Location	December 9, 2015 – MATES Multi-Purpose Room
Meeting Called to Order by	Divo Denove
Time	05:39 pm
Attendance	<p>Co-Organizational Presidents</p> <ul style="list-style-type: none"> • Present Divo Denove • Absent Brenda Miller <p>Executive Director Brenda Priske</p> <p>Asst. Dir. Admin. Liaison Kristin Walker</p> <p>Auditor Susan McGillivray</p> <p>Communications Karen Gauthier</p> <p>Financial Secretary Ashley Carson</p> <p>Co-Fundraising Coordinators/2nd VP Kristine Jensen Rachelle Llacar</p> <p>MATES Board Liaison Barbara Sipes</p> <p>Co-Parliamentarians Christine Evangelista Melanie Justice</p> <p>Co-Program Coordinators/1st VP Tracy Kitzman Jenifer Ludwick</p> <p>Room Rep Coordinator Nadia Foster</p> <p>Co-Secretaries Lisa Humphries Dawn LaGuardia</p> <p>Staff Representatives Kristi Klingerman Jessica Lara</p> <p>Treasurer Ruth Shramek</p>
Guests	



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Agenda Item	Discussion/Recommendations	Next Steps/Status
Approve prior minutes	Christine called for a motion to approve the minutes from the November 14th MCN meeting.	Motion approved
Financial		
Monthly Update	Ashely Carson reported- <ul style="list-style-type: none"> a. Ratify Prior Months Checks: Ratify checks [#1418–#1441] plus 2 online payments, totaling \$30,057.45. 	Motion approved
Reports of Officers		
Presidents	Divo Denove provided the President’s Report: <ul style="list-style-type: none"> • A lot of fundraising events over the past months <ul style="list-style-type: none"> o The Fun Run was successful and the informational meeting was very helpful for informing people and answering parents’ questions. <ul style="list-style-type: none"> ▪ Will officially thank the parent leads Brian Denove and Joe Knizah for their contributions; they have mentioned that they would like to participate again next year if additional volunteer support provided. ▪ Next year: allow for additional sponsorship and t-shirt order lead time. • Volunteer efforts looking good moving into the new year • Introduction of new fund-raising co-chair Kristine Jensen – Welcome! 	
Executive / Assistant Directors	Kristin Walker spoke: <ul style="list-style-type: none"> a. There has been a lot of positive feedback from having dad’s represent the Fun Run. b. Thank you for hard work on the Holiday Boutique! 	
Staff	Kristi Klingerman spoke: <ul style="list-style-type: none"> a. The kids really enjoyed the Fun Run and seems like they got a lot out of it. b. Teacher wish list (with funds outside of Fun Run money) – furniture fund for their classrooms (eg, broken cabinets). <ul style="list-style-type: none"> a. Discussion: Perhaps put together list of each teacher’s needs for their respective classroom? Create a lump sum 	



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	<p>could be set aside as a “furniture fund” and teachers can request funds as needed?</p> <p>c. Technology and visual arts committees are also putting together wish lists; complete in January?</p> <p>a. Discussion: Some classrooms put together a sign-up genius sheet so parents can see the wish list and contribute if they like; perhaps other classrooms could use a similar system to facilitate communication with room parents for smaller items?</p>	
MATES Board Member		
Fundraiser Coordinator	<p>Rachelle Llacar and Kristine Jensen spoke:</p> <p>a. Holiday Boutique: A lot of fun. Total amount raised to be determined.</p> <p>b. Fun Run --- working to determine total amount raised.</p> <p>c. Currently, we are at ~81% of the \$100,000 MCN fund goal for the school year.</p> <p>d. Benefit Dinner kick-off meeting for volunteers on Monday, December 14th.</p> <p>a. Contract and deposit are set up. Meeting on Friday.</p> <p>e. Scrip order going out for gift cards.</p>	
Parliamentarian	<p>Christine Evangelista and Melanie Justice spoke:</p> <p>a. Nomination Committee in place</p> <p>a. Melanie sent out email to find out who would like to continue to be a part of the MCN next year (request info by January 4th); once established, will move forward with filling positions.</p> <p>b. By-Laws in final review by Barbara Sipes and Rachel Lemieux. May need to call special meeting to approve before the Winter Gallery.</p>	Determine if special meeting is needed prior to Winter Gallery to approve By-laws.
Program Coordinators		
Head Room Representative	<p>Nadia Foster spoke:</p> <p>a. Tracking emails going out to parents from room parents to keep communication flow moving.</p> <ul style="list-style-type: none"> Suggestion to keep communication open from room parents to all parents: share what is being purchased from classroom funds for the teachers for holiday gift. 	



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Communications Representative	Karen Gauthier spoke: a. Newsletters are going well. b. Wednesday deadline is on track. <ul style="list-style-type: none">• Of note - with holidays coming up, please plan for January and February so we can get the flyers out on time. c. For future events - more lead time is needed to arrange for help from Boy and Girl Scouts.	
Additional Financial		
Auditor	In Susan McGillivray's absence, Ruth Shramek reported that the missing \$25.80 has been found.	



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New Business		
Old Business		
Next Meeting	January 13, 2016 @ 05:30	

Meeting Adjourned At: 6:05 pm

Minutes Compiled By: Lisa Humphries