



MATES Community Network - MCN

MCN General Membership Meeting Minutes

Date: September 11, 2019		Location: MATES	
ATTENDANCE			
Present: Presidents: Alison Roelke, Melanie Herrera Programs: Lainie Donnell, Tamara Summers Communications: Christina Madrid, Stacey Foster Staff Representative: Denise Bain Fundraising: Megan Lark Treasurer: Mike Foster, Adrienne Bogdanowicz Volunteer Coordinator: Nadia Hefni Foster Secretary: Becky Leehey Parliamentarian: Ruth Shramek		Absent: Assistant Director: Kristen Walker Financial Secretary: Lisa Hillman Volunteer Coordinator: Deanna Anderson Auditor: Susan McGillivray	
Agenda Item		Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING			
A. Call to order B. Establishment of Quorum C. Mission Statement		● By Melanie Herrera at 6.34 pm ● Yes	
II. APPROVAL OF THE MINUTES			
A. Action Item: Vote to approve minutes from August 7, 2019 MCN Executive Board Meeting		● No discussion	Motion Carried/ Approved



MATES Community Network - MCN

III. FINANCIAL

A. Action Item: Vote to amend the 2019/2020 budget line items for Movie Night	• No discussion	Motion Carried/ Approved
B. Action Item: Vote to approve August 2019 checks and online payments \$10,098.55	• No discussion	Motion Carried/ Approved
C. Action Item: Vote to approve August 2019 deposits \$17,779.69	• No discussion	Motion Carried/ Approved
D. Action Item: Vote to approve July 2019 deposits	• No discussion	Motion Carried/ Approved
E. Action Item: Vote to release funds - Total \$10,450 <ul style="list-style-type: none"> i. Monthly cash gift to school \$300 ii. Office Supplies \$500 iii. Credit Card Fees \$4,000 iv. Bank Fees \$100 v. MCN Website Admin Expenses \$450 vi. Online Services Intuit, QG, TechSoup \$500 vii. Tax Prep Fees \$550 viii. Holiday Pictures \$2000 ix. Promotion & Publicity \$250 x. Social Media Promotion \$700 xi. Copier Reimbursement \$500 xii. Core Values Program \$500 xiii. Movie Night \$100 	• No discussion	Motion Carried/ Approved

IV. REPORT OF OFFICERS

A. Presidents' Report	<ul style="list-style-type: none"> Reviewed better protocol for release of funds Thank you for Direct Donation efforts 	
B. Executive/Assistant Director	<ul style="list-style-type: none"> Spending recap report via Mrs. Bain; Purchases of 5 touchscreens purchased, 11 laptops for Personalized Learning Program, Umbrella for Kindergarten area, CORE values awards for whole year. Thank you to all for hard work; B2SB and first student assembly a success 	
C. MATES Board Member	• N/A	
D. Staff	• No update	



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E. Communications	<ul style="list-style-type: none"> Looking for yearbook team. Yearbook photo program getting up and running for easier uploads of photos during the year, with login for each family. Yearbook will have 2 pages for each 5th grader free. 	
F. Auditor	<ul style="list-style-type: none"> No update 	
G. Parliamentarian	<ul style="list-style-type: none"> Thank you for efforts on motions 	
H. Programs 1. Action Item; Vote to approve movie night contract	<ul style="list-style-type: none"> K-3 Adam Newman assembly fundraising opportunity CPK offering \$750 per quarter in support to MATES Run Club; 88 week 1, 92 week 2 Tarantula Hill event; info to go out through room parents No discussion 	Motion Carried/ Approved
I. Fundraising 1. Action Item; Vote to amend agenda to include Apex contract vote 2. Action Item; Vote to approve contract for APEX in 2019	<ul style="list-style-type: none"> Direct Donation ended with 70% participation and a total of \$41,107 collected + \$4,032.50 in company matches. Need dates for Restaurant Nights and commute for Benefit dinner and FunRun. Photo Day price increased to \$125. No discussion No discussion 	Motion Carried/ Approved Motion Carried/ Approved
J. Volunteer Coordinator	<ul style="list-style-type: none"> All room parents confirmed 	
V. NEW V. NEW BUSINESS		
No	None	
VI. ONGOING BUSINESS		
No	None	
VII. ADJOURNMENT		
Next meeting:	<ul style="list-style-type: none"> October 16, 2019 at 6:30 pm 	