



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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• No discussion	Motion Carried/ Approved



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III. FINANCIAL		
A. Action Item: Vote to amend the 2019/2020 budget line items for Movie Night	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
B. Action Item: Vote to approve August 2019 checks and online payments \$10,098.55	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
C. Action Item: Vote to approve August 2019 deposits \$17,779.69	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
D. Action Item: Vote to approve July 2019 deposits	<ul style="list-style-type: none">• 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 \$300ii. Office Supplies \$500iii. Credit Card Fees \$4,000iv. Bank Fees \$100v. MCN Website Admin Expenses \$450vi. Online Services Intuit, QG, TechSoup \$500vii. Tax Prep Fees \$550viii. Holiday Pictures \$2000ix. Promotion & Publicity \$250x. Social Media Promotion \$700xi. Copier Reimbursement \$500xii. Core Values Program \$500xiii. Movie Night \$100	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• N/A	
D. Staff	<ul style="list-style-type: none">• 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	<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	
1. Action Item; Vote to approve movie night contract	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
I. Fundraising	<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	
1. Action Item; Vote to amend agenda to include Apex contract vote	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
2. Action Item; Vote to approve contract for APEX in 2019	<ul style="list-style-type: none">• No discussion	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	