



## MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

### Executive Board Meeting

Date: September 11, 2019 | Time: 6:30 pm

Location: MATES

- I. OFFICIAL OPENING OF MEETING
  - A. Call to Order
  - B. Establishment of Quorum
  - C. Mission Statement
- II. APPROVAL OF THE MINUTES

Action Item: Vote to approve minutes from August 7, 2019 MCN Executive Board Meeting
- III. FINANCIAL
  - A. Action Item: Vote to amend the 2019/2020 budget line items for Movie Night
  - B. Action Item: Vote to approve August 2019 checks and online payments
  - C. Action Item: Vote to approve August 2019 deposits
  - D. Action Item: Vote to release funds - Total \$10,450
    - 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
- IV. REPORTS OF OFFICERS
  - A. Presidents' Report
  - B. Executive/Assistant Director
  - C. MATES Board Member
  - D. Staff
  - E. Communications
  - F. Auditor
  - G. Parliamentarian
  - H. Programs
    - i. Action Item: Vote to approve Movie Night contract
  - I. Fundraising
    - i. Direct Donation recap
    - ii. Restaurant nights
    - iii. Committee needed; Benefit Dinner, Fun Run, Photo Day
  - J. Volunteer Coordinator
- V. NEW BUSINESS
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT

MCN: MATES Community Network is the MATES support organization. It was created by parents, staff, administration, and community members to further the MATES Charter and programs to serve our students!

web: [MatesMCN.net](http://MatesMCN.net)

fb: [facebook.com/MatesCommunityNetwork](https://facebook.com/MatesCommunityNetwork)

mail: [hello@matesmcn.net](mailto:hello@matesmcn.net)