



## Executive Board Meeting

**Date: November 12, 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 October 16, 2019 MCN Executive Board Meeting

**III. FINANCIAL**

- A. Action Item: Vote to approve October 2019 checks and online payments
- B. Action Item: Vote to approve October 2019 deposits
- C. Action Item: Vote to release funds - Total \$1250
  - i. Monthly cash gift to school \$300
  - ii. Winter Art Gallery \$200
  - iii. STEAM Night \$750

**IV. REPORTS OF OFFICERS**

- A. Presidents' Report
  - i. Process for releasing funds and budget items
- B. Executive/Assistant Director
- C. MATES Board Member
- D. Staff
- E. Communications
- F. Auditor
- G. Parliamentarian
- H. Programs
  - i. Run Club scanners
- I. Fundraising
  - i. Benefit Dinner updates
  - ii. Fun Run recap
  - iii. Restaurant Night
- J. Volunteer Coordinator

**V. NEW BUSINESS**

**VI. ONGOING BUSINESS**

**VII. ADJOURNMENT**