



## MCN Executive Board Meeting

Date: September 14, 2022; Time: 6:30 pm

Location: Mates MRP room

ATTENDANCE		
Present:		Absent:
<p>President: Stacey Foster, Margie Moreno Secretary: Andrea Iranpour, Carolina Benavidas Auditor: Bing Xu Liu Assistant Director: Kristen Walker Fundraising: Gabby Shibel Financial Secretary: Robert Wain-Ku Programs Coordinators: Chelsea Goldenberg, Valerie Imbriale PR/Social: Nadia Hefni-Foster Volunteer Coordinator: Veronica Shuler MATES Board Member: Kerri Graver Communications: Candice Santos Treasurer: Jamie Garnett</p>		<p>Executive Director: Brenda Olshever Teacher Representative: Denise Bain Communications: Caitlin Shrum Parliamentarian: Tamara Summers Fundraising: Arezou Zaidi Volunteer Coordinator: Melanie Herrera Technical Advisor: Janey Choplins</p>
Agenda Item		
I. OFFICIAL OPENING OF THE MEETING		Discussion/Recommendations
A. Call to order	<ul style="list-style-type: none"><li>• By Stacey Foster at 6:35 pm</li></ul>	
B. Establishment of Quorum	<ul style="list-style-type: none"><li>• Yes</li></ul>	
C. Mission Statement	<ul style="list-style-type: none"><li>• Read</li></ul>	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from August 10, 2022 MCN Executive Board Meeting	<ul style="list-style-type: none"><li>• No discussion</li></ul>	Motion Carried/Approved
III. FINANCIAL		
A. Action Item: Vote to approve August 2022 payments totaling \$2,735.54	<ul style="list-style-type: none"><li>• No discussion</li></ul>	Motion Carried/Approved
B. Action Item: Vote to approve August 2022 deposits totaling \$21,335.57	<ul style="list-style-type: none"><li>• No discussion</li></ul>	Motion Carried/Approved
C. Action Item: Vote on Bank Executor	<ul style="list-style-type: none"><li>• Bank requires a key bank executor.</li></ul>	Motion Carried/Approved



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D. Action Item: Vote to amend agenda to add \$300 monthly school gift.

- Moving forward MCN treasurer elected will become the key bank executer.
- Remove Ruth Shramek as current key executor on account. Add Jamie Garnett as new key executor on account.

Motion  
Carried/Approved

E. Action Item: Vote to release \$300 monthly cash gift to school.

- No discussion
- No discussion

Motion  
Carried/approved

### IV. REPORT OF OFFICERS

#### A. President

- **Designated parking spot sign for winner of benefit dinner:**
  - o A metal sign with a post will be created and placed permanently at the first spot of the large parking lot.
  - o Fees for the sign will be paid from the promotion and publicity budget for the amount of \$102.65
- **Bill for CRPD for Mr. LaGuardia:**
  - o Will clarify with Mr. LaGuardia details in relation to funds from the rental of music instruments to Hillcrest Performing Arts during the summer program. Program is now through CRPD, they can't pay a school directly. CRPD wants to pay MCN, then MCN pays MATES.
- **Discuss continuing to use 1<sup>st</sup> Day School Supplies:**
  - o 121 families participated
  - o Will look into other services/companies for better pricing and windows for ordering. Consider adding \$5 for donation to MCN.



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<ul style="list-style-type: none"><li>• Action Item: Vote to release \$10,650 teacher supplies</li><li>• Action Item: Vote to release \$4,000 library funds to school</li><li>• Action Item: Vote to release Wish List funds to school: \$7,150-22 iPads and \$8,000-teacher laptops</li></ul>	<ul style="list-style-type: none"><li>• Discussion: For teacher gift - \$25 per student. One time gift – not monthly (as previously noted on agenda)</li><li>• No Discussion.</li><li>• No Discussion</li></ul>	<p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p>
<b>B. Executive/Assistant Director</b>	<ul style="list-style-type: none"><li>• Welcome social was a success.</li><li>• Thank you to MCN for all the events thus far.</li><li>• Thank you for the September teacher gift donation. Money used went towards the following:<ul style="list-style-type: none"><li>◦ Shelves for art room \$493</li><li>◦ Flags: \$120</li><li>◦ Class set of chairs: \$1,770</li><li>◦ Portable speaker (dance): \$160</li><li>◦ Core values award lunch boxes: \$1,073</li><li>◦ SPED printer: \$550</li><li>◦ Document camera: \$430</li><li>◦ Computer cable: \$57</li></ul></li><li>◦ <b>Total: \$4,653</b></li></ul>	
<b>C. MATES Board Member</b>	<ul style="list-style-type: none"><li>• Working on updating strategic plans for the year.</li><li>• Individual committees starting to meet. Will be creating a diversity and inclusion committee.</li></ul>	
<b>D. Staff</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>	
<b>E. Communications</b>	<ul style="list-style-type: none"><li>• All information for the flyers needs to be submitted by Friday noon so it can be approved for the Wednesday email folder. A reminder will be sent on Wednesdays.<ul style="list-style-type: none"><li>◦ Reach out if you need help creating a flyer.</li><li>◦ Submit as a placeholder even if it's not fully complete, can add in later.</li></ul></li></ul>	



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>Discussed the parent square communication platform. Plan is to use exclusively next year – 2023.</li><li>Yearbook: Send photos for year book to Hello@ email or upload to Tree Ring. Will pop into classrooms to take photos.</li></ul>	
<b>F. Auditor</b>	<ul style="list-style-type: none"><li>Will work on Jan-June audit.</li></ul>	
<b>G. Parliamentarian</b>	<ul style="list-style-type: none"><li>N/A</li></ul>	
<b>H. Programs</b>	<ul style="list-style-type: none"><li><b>Movie night:</b><ul style="list-style-type: none"><li>Received approval to create a fall theme, will add pumpkins and other fall decor.</li><li>Possible movies: Coco, Hotel Transylvania or Monsters Inc. Students will get to vote again.</li><li>Consider bringing food truck vendors.</li><li>Consider giving out popcorn.</li></ul></li><li>Action Item: Vote to amend the agenda to include the Funflix movie night contract.</li><li>Action Item: Vote to approve the Funflix movie night contract.</li><li><b>Family dance:</b><ul style="list-style-type: none"><li>December 1st. discussed possible themes for the dance.</li></ul></li><li><b>Staff appreciation:</b><ul style="list-style-type: none"><li>Budget of \$1500 (MCN) + \$2500 (sponsored) = \$4000.</li><li>Amanda DeLouie wants to chair the week</li></ul></li><li>Action item: Vote to amend the agenda to approve additional budget for Staff Appreciation Week</li><li>Action item: Vote to approve additional funds for Staff Appreciation Week</li></ul>	<p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p> <p>Motion Failed/Denied</p>



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>• \$4,000 dollars is sufficient and generous for the staff appreciation week.</li><li>• Consider rearranging the food given to the staff: 2 days of breakfast, 2 days of lunch and 1 day of dessert.</li></ul>	
<b>I. Fundraising</b>	<ul style="list-style-type: none"><li>• Direct donation:<ul style="list-style-type: none"><li>o 137 direct donations: \$33,211 donations</li><li>o 47% participation</li><li>o Push Popsicle Party out to parents via Room Parents.</li></ul></li><li>• Restaurant nights being scheduled:<ul style="list-style-type: none"><li>o The Stand, Toppers, Tasting room.</li></ul></li><li>• Photo day</li><li>• Fun run: Reviewing dates.</li><li>• Look for new local printer sites for the direct donation hearts and other future projects: consider Devine in Newbury Park.</li></ul>	
<b>J. Volunteer Coordinator</b>	<ul style="list-style-type: none"><li>• Room parents will not be sending MCN communications. Only in situations that make sense.<ul style="list-style-type: none"><li>o Consider utilizing room parents for specific email, for example sending reminders for popsicle party with 100% donation participation.</li></ul></li><li>• Need for event chairs: Coordinate with Programs on volunteer sign ups and chairs for different events.</li><li>• Still trying to get parents contact info to provide the roster to Room Parents.</li></ul>	
<b>K. PR/Social</b>	<ul style="list-style-type: none"><li>• Marketing plan: Communications and event teams to communicate with PR/Social prior and after every event to have accurate and pertinent info about the event.</li><li>• Need flyer versions without QR codes.</li><li>• Provide tags for any sponsors.</li><li>• Use Canva Instagram template that can be versioned from original flyer.</li></ul>	



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### V. NEW BUSINESS

	<ul style="list-style-type: none"><li>• We will adjust the standing rules to include:<ul style="list-style-type: none"><li>o 5 business days lead time prior to when the check is needed.</li><li>o Can't sign your own check request.</li></ul></li></ul>	2000 La Granada Dr. Thousand Oaks, CA 91362
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### VI. ONGOING BUSINESS

	<ul style="list-style-type: none"><li>• None</li></ul>	
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### VII. ADJOURNMENT

Meeting Adjourned

Meeting Adjourned	<ul style="list-style-type: none"><li>• 8.34 pm</li></ul>	
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Minutes Complied by

Minutes Complied by	<ul style="list-style-type: none"><li>• Andrea Iranpour/Carolina Benavides</li></ul>	
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