



## MATES Community Network (MCN)

**MCN Executive Board Meeting**  
2000 La Granada Dr. Thousand Oaks, CA 91362  
**Date: February 9, 2022; Time: 6:30 pm**  
**Location: MPR**

ATTENDANCE		
<b>Present:</b> President: Megan Lark Fundraising: Chelsea Goldenberg Communications: Melanie Herrera Treasurer: Jamie Garnett Sheehan Secretary: Alison Roelke Auditor: Ruth Shramek Assistant Director: Kristen Walker Programs: Margie Moreno MATES Board Member: Kerri Graver Teacher Representative: Denise Bain Fundraising: Gabby Shibel Financial Secretary: Candice Santos Volunteer Coordinator: Lainie Donnell		<b>Absent:</b> President: Stacey Foster Programs: Amanda LeLouie Executive Director: Brenda Olshever Parliamentarian: Tamara Summers Communications: Nadia Hefni Foster Secretary: Andrea Iranpour Technical Advisor: Janey Choplin
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	• By Megan Lark at 6.32 pm	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read	
<b>II. APPROVAL OF THE MINUTES</b>		
A. Action Item: Vote to approve minutes from January 12, 2022 MCN Executive Board Meeting	• No discussion	Motion Carried/ Approved
B. Action Item: Vote to approve minutes from January 31, 2022 MCN Special Meeting	• No discussion	Motion Carried/ Approved
<b>III. FINANCIAL</b>		

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A. Action Item: Vote to approve January 2022 payments totaling \$1,587.15	<ul style="list-style-type: none"> <li>No discussion</li> </ul>	Motion Carried/ Approved
B. Action Item: Vote to approve January 2021 deposits totaling \$1,063.79	<ul style="list-style-type: none"> <li>Fixed date from agenda from November to January</li> </ul>	Motion Carried/ Approved
C. Action Item: Vote to release funds <ul style="list-style-type: none"> <li>i. Monthly cash gift to school \$300</li> </ul>	<ul style="list-style-type: none"> <li>No discussion</li> </ul>	Motion Carried/ Approved
<b>IV. REPORT OF OFFICERS</b>		
A. President	<ul style="list-style-type: none"> <li>Winter art gallery this week</li> <li>Need to focus on benefits dinner</li> </ul>	
B. Executive/Assistant Director	<ul style="list-style-type: none"> <li>Talent show was great, thank you for the donation of funds for the microphones</li> <li>Winter Art Gallery may be moved inside due to winds</li> <li>Music building is under construction, we are using MPR. Art@lunch is outside if weather permits</li> <li>Finishing open enrollment, organizing virtual tours</li> </ul>	
C. MATES Board Member	<ul style="list-style-type: none"> <li>Excited for winter art gallery</li> </ul>	
D. Staff	<ul style="list-style-type: none"> <li>Glad to see the events coming back, talent show and winter art gallery</li> </ul>	
E. Communications	<ul style="list-style-type: none"> <li>Working on international night flyer</li> <li>Working on year book, we have a great committee</li> </ul>	
F. Auditor	<ul style="list-style-type: none"> <li>Early stages of the audit</li> </ul>	
A. Parliamentarian	<ul style="list-style-type: none"> <li>No update</li> </ul>	

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## B. Programs

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	<ul style="list-style-type: none"> <li>• STEAM day schedule / vendors are being finalized. Extended student submission date to Friday.</li> <li>• Women's History is being finalized.</li> <li>• International Night is on track we have 11 countries. Performances will be outside in quad.</li> <li>• Parent assembly need to book a speaker and determine in person or zoom</li> </ul>	2000 Leona Avenue Dr. Thousand Oaks, CA 91362
<b>C. Fundraising</b>	<ul style="list-style-type: none"> <li>• Benefit dinner zoom was yesterday. We need to gather auction items by April 1<sup>st</sup>. Please see the shared file and update your items or businesses your contacting.</li> <li>• Benefit dinner headcount inside targeted at 180 with tables of 10. Additional tables can be available outside.</li> <li>• Tickets will be sold individual or a table of 10 at a discount.</li> <li>• Working on invitations.</li> <li>• Plenty of sponsorship opportunities.</li> <li>• Some of the hearts are being damaged in the wind</li> <li>• Restaurant nights have gone well</li> </ul>	
<b>D. Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>• Working on sign up genius for STEAM night</li> <li>• Resource teachers were very appreciative of gifts from families</li> </ul>	
<b>V. NEW BUSINESS</b>		
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>VI. ONGOING BUSINESS</b>		
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<b>VII. ADJOURNMENT</b>		
<b>Meeting Adjourned</b>	<ul style="list-style-type: none"> <li>• 7.31 pm</li> </ul>	
<b>Minutes Complied by</b>	<ul style="list-style-type: none"> <li>• Alison Roelke</li> </ul>	

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