



MATES Community Network (MCN)

MCN Executive Board Meeting
2000 La Granada Dr. Thousand Oaks, CA 91362
Date: April 13, 2022; Time: 6:30 pm
Location: MPR

ATTENDANCE		
Present: President: Stacey Foster President: Megan Lark Communications: Melanie Herrera Communications: Nadia Hefni Foster Assistant Director: Kristen Walker Programs: Margie Moreno Parliamentarian: Tamara Summers Secretary: Andrea Iranpour Teacher Representative: Denise Bain Fundraising: Chelsea Goldenberg Fundraising: Gabby Shibel Treasurer: Jamie Garnett Sheehan Financial Secretary: Candice Santos Volunteer Coordinator: Lainie Donnell Technical Advisor: Janey Choplin		Absent: Secretary: Alison Roelke Auditor: Ruth Shramek Programs: Amanda LeLouie Executive Director: Brenda Olshever MATES Board Member: Kerri Graver
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	<ul style="list-style-type: none">By Stacey Foster at 6.32 pm	
B. Establishment of Quorum	<ul style="list-style-type: none">Yes	
C. Mission Statement	<ul style="list-style-type: none">Read	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from March 9, 2022 MCN Executive Board Meeting	<ul style="list-style-type: none">No discussion	Motion Carried/ Approved
B. Action Item: Vote to approve minutes from March 31, 2022 MCN special meeting.	<ul style="list-style-type: none">No discussion	Motion Carried/ Approved
C.		
III. FINANCIAL		

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A. Action Item: Vote to approve March 2022 payments totaling \$997.95	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved	
B. Action Item: Vote to approve March 2022 deposits totaling \$2,926.64	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved	20030 La Granada Dr. Thousand Oaks, CA 91362
C. Action Item: Vote to release funds	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved	
i. Monthly cash gift to school \$300			
D. Action Item: Motion to amend agenda – in-Name donation to MATES on behalf of the Bongiovani/Nygren Family \$540 to include the approval of giving tickets to the MATES Benefit Dinner.	<ul style="list-style-type: none"> Discussion: The purpose of the Benefit Dinner is a fundraiser. Donations are made without expectation of any type of reciprocation. 	Motion Failed/ Not Approved	
E. Action Item: Vote to approve release of funds of \$2,582.53 to MATES on behalf of Bongiovanni from MCN directly to MATES.	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved	
F. Action Item: Vote to release funds	<ul style="list-style-type: none"> Discussion: We have accounted for all the upcoming cost needs, plus will have funds from Benefit Dinner tix that have not yet posted and Auction items. 	Motion Carried/ Approved	
ii. School Wishlist items of:			
<ul style="list-style-type: none"> New Lighting Board: \$4,530 			
<ul style="list-style-type: none"> New sound board - up to \$6,299 			
<ul style="list-style-type: none"> 3 teacher laptops - \$6,000 			
<ul style="list-style-type: none"> 2 Network switches - \$14,000 			
Total: \$30,829.00			
IV. REPORT OF OFFICERS			
A. President	<ul style="list-style-type: none"> Welcome new committee members. 		
B. Executive/Assistant Director	<ul style="list-style-type: none"> International Night was very special. Families loved the event, great for new families to see what it is all about. Power Empowerment speaker was great. Gained a lot of insight. Looking forward to Benefit Dinner. Reminded staff about it. Lottery took place. Classroom based program is full but PLP has spots available. Have Programmatic Audit on April 25 at 6pm at VCOE office. Not a Renewal year but still present testing, finance, program updates. Plays are back! Looking forward to Spring Break. 		

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C. MATES Board Member

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• N/A

D. Staff	<ul style="list-style-type: none"> Getting ready for state testing. Teachers are excited about Benefit Dinne. 	2000 La Granada Dr. Thousand Oaks, CA 91362
E. Communications	<ul style="list-style-type: none"> Working on end of year survey. End of Year video: would be good to show photos of Wish List items that were purchased through MCN funds. Yearbook: putting pages together. Need more dance and PE pictures. A few more teacher pictures needed. Will start to tease Auction items soon. 	
F. Auditor	<ul style="list-style-type: none"> Via Stacey: Working on Audit. Will have it done by next meeting. 	
A. Parliamentarian	<ul style="list-style-type: none"> No updates. 	
B. Programs	<p>International Night:</p> <ul style="list-style-type: none"> Will need to someone to take the lead for next year. Need to commit the next person now. Because of increased number of booths, will need to look at budget for next year – will need to increase. Featured in the Acorn. <p>Parent Empowerment/Assembly: 27 RSVPs, 22 in attendance.</p> <ul style="list-style-type: none"> Large range of fees for speakers. Lori Guest – book her as soon as possible for next year. Let's invite all Charter schools in the future. Create a list of contacts. May want to look at splitting the cost with another school for the higher cost speakers. 	

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C. Fundraising

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	<ul style="list-style-type: none">• Tickets sales are the highest it's ever been! 250 capacity.• All dining is going to be outside due to numbers• Price per table has increased – for teacher tables, only have 2 sponsors. So will promote sponsoring an individual staff member. Families that made the contribution will be promoted on table.• Auction goes live April 25.• TBD – Basket Making Day needed?• No discussion• No discussion• No discussion• No discussion	2000 La Granada Dr. Thousand Oaks, CA 91362	
A. Action Item: Vote to amend agenda: Increase budget for additional 75 tickets - from \$2,000 to \$6,000			Motion Carried/ Approved
B. Action Item: Vote to increase Benefit Dinner budget by \$6,000			Motion Carried/ Approved
C. Action Item: Vote to amend agenda: Approval of contract for 12 heaters for \$1,777.21			Motion Carried/ Approved
D. Action Item: Vote to approve contract for heaters.			Motion Carried/ Approved

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E. Volunteer Coordinator

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- Plan to meet with new Coordinators. Go over

communication – need the MCN

Coordinators to Orshout MCN info to everyone versus through Room Moms.

- Open House – be ready to promote all the events and how to promote sign ups.

V. NEW BUSINESS

- None

VI. ONGOING BUSINESS

- None

VII. ADJOURNMENT

Meeting Adjourned

- 7.53 pm

Minutes Compiled by

- Andrea Iranpour

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