



MCN Executive Board Meeting
Date: Oct 10, 2022; Time: 6:28 pm
Location: mates MPR

ATTENDANCE	
Present: President: Stacey Foster Secretary: Carolina Benavides Fundraising: Gabby Shibel Financial Secretary: Robert Wain-Ku Programs Coordinators: Chelsea Goldenberg, Val Imbriale PR/Social: Nadia Hefni-Foster Volunteer Coordinator: Melanie Herrera, Technical Advisor: Janey Choplins Communications: Caitlin Shrum	Absent: President: Margie Moreno Assistant Director: Kristen Walker Secretary: Andrea Iranpour Executive Director: Brenda Olshever Teacher Representative: Denise Bain Communications: Candice Santos Parliamentarian: Tamara Summers Treasurer: Jamie Garnett Sheehan Volunteer Coordinator: Veronica Shuler Fundraising: Arezou Zaidi MATES Board Member: Kerry Graver Auditor: Bing Xu Liu

Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none">• By Stacey Foster at 6:28pm• Yes• Read	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from September 14, 2022 MCN Executive Board Meeting	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
III. FINANCIAL		
A. Action Item: Vote to approve September 2022 payments totaling \$23,607.68 B. Action Item: Vote to approve September 2022 deposits totaling \$54,837.48	<ul style="list-style-type: none">• No discussion• No discussion	Motion Carried/Approved Motion Carried/Approved
IV. REPORT OF OFFICERS		
A. President	<ul style="list-style-type: none">• Need for volunteers to help with Family Picture Days Saturday Oct 15 and Sunday Oct 23. Sign up on SignUp	



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <p>Genius.</p> <ul style="list-style-type: none">• Art at lunch is doing well, but there are still some open slots.• No discussion	Motion Carried/Approved
• Action Item: Vote to release \$300 monthly cash gift to school.		
B. Executive/Assistant Director	<ul style="list-style-type: none">• MCN gift funds were used to purchase:<ul style="list-style-type: none">◦ computer supplies◦ lunch tables◦ kinder work tables◦ art room tables	
C. MATES Board Member	<ul style="list-style-type: none">• N/A	
D. Staff	<ul style="list-style-type: none">• N/A	
E. Communications	<ul style="list-style-type: none">• The event marketing plan form will be removed since it did not accomplish the objectives for which it was created.• Will create a new form to be used by program chairs or other non MCN board members to communicate with the board in regards to the event.• Will create a new stream of communications that will include new current issues, names, media info from the donors, etc.	
F. Auditor	<ul style="list-style-type: none">• Continue to work on Jan-June audit by Bing Xi Lui.	
A. Parliamentarian	<ul style="list-style-type: none">• A flier will be created to find and create a nominating committee.<ul style="list-style-type: none">◦ The MCN members cannot be part of the committee.◦ Consider not allowing new parents to be part of the MCN board as a full role for some of the positions, consider co-chair role.• A review of MCN job descriptions is needed for the bylaws.	
B. Programs	<ul style="list-style-type: none">• Movie Night<ul style="list-style-type: none">i. Program chair: Roseii. Movie: Hotel Transylvania.	



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<ul style="list-style-type: none">iii. The MCN program team and Rose are working together to design and organize the event.iv. Attempt to keep the same program chair for several years since they will know all the details needed to organize the night.v. Will find a co-chair that will help with the transition of roles for the following year.vi. Popcorn will be given to students for free, possibly by Colina students - awaiting final discussion with colina representative.vii. Pre-order dinner by Friday Oct 14th, info was sent via Wednesday folder and phone call message.viii. Still in need of volunteers for the night. Will send out SignUp Genius for parents that sign up to help at for this event at the beginning of the year.ix. The Melgar family will be passing out goodie bags.● Family Dance:<ul style="list-style-type: none">i. Voted for dance theme:<ul style="list-style-type: none">● School of Rockii. Dance scheduled for Dec 2ndiii. Photo booth will be present, part of the contract signed for the year.iv. New DJ will be used this year: \$2,500● Action Item: Motion to amend agenda to include increasing movie night budget by \$500 and reduce Music Day to \$0.● No discussion	Motion Carried/Approved	



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C. Fundraising	<ul style="list-style-type: none">● Restaurant night results:<ul style="list-style-type: none">○ The Stand raised over \$400● Fun Run: scheduled for Nov. 3, 2022● Family Photo Days: need volunteers to bring people up to the photographer.● The sponsor hearts are up. Happy with the new company used to print the hearts.● Victory gymnastics:<ul style="list-style-type: none">○ Will offer babysitting for a parents night out!○ Feb 11, 6-9 pm○ Gym will supply the employees at no cost○ The gym will assume liability.○ Need to confirm ages of kids.○ MCN will establish the fee: consider \$20 first kid and \$15 for siblings.	
D. Volunteer Coordinator	<ul style="list-style-type: none">● Discussion of using room parents for sending emails with highlights of upcoming events.● SignUp Genius should be used for upcoming events.● Urgent sign ups: utilized the list of parents that agreed to receive emails from MCN at the beginning of the year. Will use the volunteer email.	
E. PR/Social	<ul style="list-style-type: none">● Need to identify which programs/events are suitable for alumni inclusion. Working with the board members on this issue.● Consider creating a mentorship day for 6th graders to 5th graders.	
V. NEW BUSINESS		
	<ul style="list-style-type: none">● Donation request letters for benefit dinner have the 2022 day. Will change to the new 2023 day.	



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VI. ONGOING BUSINESS

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- None

VII. ADJOURNMENT

Meeting Adjourned

- 7:44 pm

Minutes Complied by

- Carolina Benavides