



# MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

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

ATTENDANCE		
<b>Present:</b> 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 Choplin Communications: Caitlin Shrum		<b>Absent:</b> 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
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	• By Stacey Foster at 6:28pm	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read	
<b>II. APPROVAL OF THE MINUTES</b>		
A. Action Item: Vote to approve minutes from September 14, 2022 MCN Executive Board Meeting	• No discussion	Motion Carried/Approved
<b>III. FINANCIAL</b>		
A. Action Item: Vote to approve September 2022 payments totaling \$23,607.68	• No discussion	Motion Carried/Approved
B. Action Item: Vote to approve September 2022 deposits totaling \$54,837.48	• No discussion	Motion Carried/Approved
<b>IV. REPORT OF OFFICERS</b>		
A. President	• Need for volunteers to help with Family Picture Days Saturday Oct 15 and Sunday Oct 23. Sign up on SignUp	



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



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<ul style="list-style-type: none"><li>● <b>Action Item:</b> Motion to amend agenda to include increasing movie night budget by \$500 and reduce Music Day to \$0.</li></ul>	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>iii. The MCN program team and Rose are working together to design and organize the event.</li><li>iv. Attempt to keep the same program chair for several years since they will know all the details needed to organize the night.</li><li>v. Will find a co-chair that will help with the transition of roles for the following year.</li><li>vi. Popcorn will be given to students for free, possibly by Colina students - awaiting final discussion with colina representative.</li><li>vii. Pre-order dinner by Friday Oct 14th, info was sent via Wednesday folder and phone call message.</li><li>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.</li><li>ix. The Melgar family will be passing out goodie bags.</li><li>● Family Dance:<ul style="list-style-type: none"><li>i. Voted for dance theme:<ul style="list-style-type: none"><li>● School of Rock</li></ul></li><li>ii. Dance scheduled for Dec 2nd</li><li>iii. Photo booth will be present, part of the contract signed for the year.</li><li>iv. New DJ will be used this year: \$2,500</li></ul></li><li>● No discussion</li></ul>	<p>Motion Carried/Approved</p>
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<p><b>C. Fundraising</b></p>	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"> <li>• Restaurant night results:             <ul style="list-style-type: none"> <li>◦ The Stand raised over \$400</li> </ul> </li> <li>• Fun Run: scheduled for Nov. 3, 2022</li> <li>• Family Photo Days: need volunteers to bring people up to the photographer.</li> <li>• The sponsor hearts are up. Happy with the new company used to print the hearts.</li> <li>• Victory gymnastics:             <ul style="list-style-type: none"> <li>◦ Will offer babysitting for a parents night out!</li> <li>◦ Feb 11, 6-9 pm</li> <li>◦ Gym will supply the employees at no cost</li> <li>◦ The gym will assume liability.</li> <li>◦ Need to confirm ages of kids.</li> <li>◦ MCN will establish the fee: consider \$20 first kid and \$15 for siblings.</li> </ul> </li> </ul>	
<p><b>D. Volunteer Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Discussion of using room parents for sending emails with highlights of upcoming events.</li> <li>• SignUp Genius should be used for upcoming events.</li> <li>• 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.</li> </ul>	
<p><b>E. PR/Social</b></p>	<ul style="list-style-type: none"> <li>• Need to identify which programs/events are suitable for alumni inclusion. Working with the board members on this issue.</li> <li>• Consider creating a mentorship day for 6th graders to 5th graders.</li> </ul>	
<p><b>V. NEW BUSINESS</b></p>		
	<ul style="list-style-type: none"> <li>• Donation request letters for benefit dinner have the 2022 day. Will change to the new 2023 day.</li> </ul>	



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### VI. ONGOING BUSINESS

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- None

### VII. ADJOURNMENT

**Meeting Adjourned**

- 7.44 pm

**Minutes Complied by**

- Carolina Benavides