



MCN Executive Board Meeting
Date: July 12, 2023; Time: 6:30 pm
Location: President's House

ATTENDANCE		
Present:		Absent:
<p>President: Robert Wain-ku Secretary: Carolina Benavides Auditor: Bing Xu Liu Assistant Director: Kristen Walker Treasurer: Kenton Sowell Staff Representative: Denise Bein Technical Advisor: Jamie Stein Parliamentarian: Janey Choplins Alumni Advisor: Nadia Hefni-Foster Programs Coordinator: Lori Allen Fundraising Coordinator: Arezou Zaidi, Nancy Melgar Volunteer Coordinator: Melani Herrera, Veronica Shuler Communications Coordinator: Devaki Winick Mates Board Liaison: Kerri Graver</p>		<p>President: Margie Moreno Secretary: Lucia Barlett Financial Secretary: Orly Spielberg Programs Coordinator: Jennifer Stinert Communications Coordinator: Caitilin Shrum PR/Social Media MArketing: Ashlee Michaelson</p>
Agenda Item		
I. OFFICIAL OPENING OF THE MEETING		Discussion/Recommendations
A. Call to order	<ul style="list-style-type: none">• By Robert Wain-Ku at 7:42 pm• Yes• Read	
B. Establishment of Quorum		
C. Mission Statement		
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from June 7, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none">• No discussion	Motion Carried/Approved
III. FINANCIAL		
A. Action Item: Vote to approve June deposits totalling \$12,855	<ul style="list-style-type: none">• No discussion• No Discussion	Motion Carried/Approved
B. Action Item: Vote to approve June payments totaling \$ 114,771		Motion Carried/Approved

**IV. REPORT OF OFFICERS****President**

- Review draft of 2023-2024 Calendar of events.
- Review of MCN meeting dates
- Standing Rules presented
- Action Item: Nominate Shannon Savage-Howie as Financial Secretary.
- Appointment of Janey Choplin to Parliamentarian
- Appointment of Nadia Hefni to Alumni Advisor
- Has been placed in slack for review.
- No discussion.
- No discussion
- No discussion
- No discussion
- I am excited to bring to this position Mrs. Hefni-foster.
- MCN T-Shirt Design/ Order
 - Process Reveal of the new t-shirt design for MCN. Shirt needs to be ordered before the kindergarten round up. Price \$14 plus shipping and tax. unisex shirt.
- Art At Lunch Design/ Order Process
 - Reveal of the Art At Lunch shirt. Price \$17 plus shipping and tax.

Motion
Carried/Approved



MATES Community Network (MCN)

	2000 La Granada Dr. Thousand Oaks, CA 91362	
<ul style="list-style-type: none">Back to School Bash giveaway<ul style="list-style-type: none">Action Item: Increase Budget to reflect sponsorship commitments of \$2000.	<ul style="list-style-type: none">No Discussion	Motion Carried/Approved
	<ul style="list-style-type: none">1st Day of School supplies<ul style="list-style-type: none">A total of 149 kits sold this year. At least 10-20 more than last year.Google Drive & Slack update:<ul style="list-style-type: none">All the members of MCN should be set up with the MCN email. If you have an issue please let us know.Contact sheet.:<ul style="list-style-type: none">The contact sheet will be reviewed by all attendees for correct email and phone number.	
Executive/Assistant Director	<ul style="list-style-type: none">Nothing to present.Excited for the new year.	
MATES Board Member	<ul style="list-style-type: none">Board member retreat schedule for Aug 20th.	
Staff	<ul style="list-style-type: none">Excited for the new year.	
Treasurer <ul style="list-style-type: none">Action Item: Vote to change the key Executor for the MCN account at Wells Fargo: Remove Jamie Garnett and add Kenton SowellAction Item: vote to remove Jamie Garnett, Chelsea Goldenberg, Stacey Foster and Valerie Imbriale as signers on the MCN bank account at Wells Fargo.	<ul style="list-style-type: none">No discussionNo discussion	Motion Carried/Approved
		Motion Carried/Approved



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	<ul style="list-style-type: none">● Action Item: Vote to add Kenton Sowell, Robert Wain-ku ,Lori Allen, and Jennifer Steinert as the signers on the MCN bank account at Wells Fargo.● Discussion	<ul style="list-style-type: none">● No discussion	Motion Carried/Approved
		<ul style="list-style-type: none">● The presentation of the Budget will be more useful if presented quarterly.● Monthly presentations should be utilized to present how much the last month fundraiser event did for example how much fun run was collected.● We need a new CPA for MCN taxes.	
Communications		<ul style="list-style-type: none">● Working on reviewing flyers that will likely be included in the Back to school bash packet. These items will be sent for approval on Friday Aug 4th, 2023.● Please send any other items to communications if you want to be included no later than Aug 3rd, 2023.	
Auditor		<ul style="list-style-type: none">● Update: no discrepancies with the books	
Parliamentarian		<ul style="list-style-type: none">● No comment	
Programs		<ul style="list-style-type: none">● Teacher Luncheon:<ul style="list-style-type: none">○ confirm to use the quad at school for the event.○ Lunch Aug 12 @ 12:00○ No preference between buffet vs order individually	



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- Use of school I-pads for volunteer sign ups at BSB and events beyond.
 - o yes it can be use
 - o Consider adding a Qbar to allow people to sign up for roles in upcoming events.
- Adding QR codes for volunteering at programs to communications.
 - o include a code so people can sign up for a job at the actual flier
 - o sign up genius ahead of time.
- Updates regarding the Welcome Back Social
 - o 3 different sites were researched for possible event locations including Tarantula Hill, Naughty Pine Brewery and Figueroa Mountain Brewery.
 - o Figueroa Mountain Brewery is on Budget. Contract for a Thursday evening. 140 guests. Will supply food for a specific amount. alcoholic drinks will need to be purchased by the guest.
 - o Contract amount \$3,800
 - o Contract will review and then will approve through zoom

Fundraising



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Motion

- Action Item: Vote to approve the Spanish Hills contract for the benefit dinner.

- Holding spot for Friday May 17th.
- Initial deposit of \$1000
- Final amount to be determined by how many tickets are purchased.
- Discuss sponsorship packet approval/QR codes
 - i. sponsorship in slack, we reviewed them and were ready to go.
 - ii. will put it in the packet.
- Discuss Apex fun run placeholder contract
 - i. holding week Oct 23rd through Nov 2nd.
 - ii. Contract still pending. ,
 - iii. Contract will review and then will approve through zoom
- Direct donation/donor gift
 - i. For a \$250 donation a \$7 dollar is allowed for the gift. Considering obtaining a towel as the gift.
 - ii. \$150 donation - heart

Carried/Approved

Volunteer Coordinator

- Update on mentor program
 - o 9 families requesting a mentor, please review your email since you have been paired with one of the families. .
 - o 1st park day Sunday 10-12 July 16th @ old meadows park



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none">o Need popsicleso Will bring snacks, water.o Please post in the social media, flier will be attachedo Second play date: Aug 13th @ old meadows park.o Requesting for MCN staff support. <ul style="list-style-type: none">● Kinder Round Up sign ups<ul style="list-style-type: none">o Aug 10th 2023o There are 4 times 8:30, 9:45, 11:00 and 1:00 each session 45 mino Consider adding a marketplace to the event.● Consider adding a set up and clean up crew sign up for all the different events this will allow more parents to help with the events.	
PR/Social	<ul style="list-style-type: none">● Ashlee Michaelson the new PR member has not been able to upload any flier or information in social media due to website issues. For now the prior PR person, Nadia Hefni-foster will continue to help and upload info to the websites.	
Technical Advisor	<ul style="list-style-type: none">● no new issues	
V. NEW BUSINESS		
	<ul style="list-style-type: none">● none	
VI. ONGOING BUSINESS		



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- None

VII. ADJOURNMENT

Meeting Adjourned

- 8:53 pm

Minutes Compiled by

- Carolina Benavides