



MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

Executive Board Meeting

Date: July 17, 2024; Time: 5:30 pm

Location: MCN president's house

- I. OFFICIAL OPENING OF MEETING
 - A. Call to Order
 - B. Establishment of Quorum
 - C. Mission Statement

The purposes of this corporation are to provide the following at MATES, in collaboration with the MATES' Administration and Board of Directors:

- Encourage a sense of community between students, families, and school.
- Provide enrichment of students' educational experiences through programs and events.
- Raise funds to support the educational mission and goals of MATES.
- Support the teachers and staff through needed purchases.
- Promote and encourage community service among the students and families through school-wide and community-wide projects and activities.

- II. APPROVAL OF THE MINUTES
 - A. **Action Item:** Vote to approve minutes from the June 5, 2024 MCN Executive Board Meeting
- III. FINANCIAL
 - A. **Action Item:** Vote to approve June payments totaling \$127,904.00
 - B. **Action Item:** Vote to approve June deposits totaling \$7,915.00
- IV. REPORTS OF OFFICERS
 - A. Presidents' Report:
 - i. Review draft of 2024-2025 Calendar of events.
 - ii. Review of MCN meeting dates
 - iii. Standing Rules presented
 - iv. Appointment of Arezou Zaidi and Melanie Hererra to Parliamentarian
 - v. Appointment of Nadia Hefni to Alumni Advisor
 - vi. MCN T-Shirt Design/ Order Process
 - vii. Art At Lunch Design/ Order Process
 - 1. **Action Item:** Increase Art at Lunch t-shirt expense/budget totaling \$2000.00 from \$0
 - viii. Language at Lunch Design/ Order Process
 - 1. **Action Item:** Vote to add Language at Lunch t-shirt expense/budget \$2000.00



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- ix. Back to School Bash giveaway
 - 1. **Action Item:** Vote to increase the Back to School Bash giveaway (tote) to \$3,400.00 from \$2,200.00.
 - 2. **Action Item:** Vote to increase the budget to reflect sponsorship commitments for the Back to School Bash Giveaway to \$2,400 from \$2,000.
- x. 1st Day of School supplies sold 135 units this year; last year sold 149 total kits.
- xi. Google Drive & Slack update
- xii. Contact sheet (pass around)
- B. Executive/Assistant Director
- C. MATES Board Member
- D. Staff
- E. Treasurer
 - i. Discuss changing the key Executor for the MCN account at Wells Fargo.
 - 1. **Action Item:** Vote to remove Margie Moreno as a signer on the MCN bank account at Wells Fargo.
 - 2. **Action Item:** Vote to add Caitlin Shrum and Jennifer Steinert as the signers on the MCN bank account at Wells Fargo.
- F. Communications
 - i. Review flyers that will likely be included in the Back to School Bash packet. These items will be sent for approval on Friday, August 10th or before.
 - ii. Please send any other items to communications to be included no later than Monday, August 6th.
- G. Auditor
 - i. Audit update - to be voted on for approval at the August 7th board meeting.
- H. Parliamentarian
- I. Programs
 - i. Discuss details about the teacher luncheon.
 - ii. Discuss the use of school iPads for volunteer sign-ups at BTSB and events beyond.
 - iii. Welcome Back Social
 - 1. **Action Item:** Vote to approve the contract for Welcome Social at Figueroa Mountain Brewing Company.
- J. Fundraising
 - i. Discuss Sponsorship Levels/Package for Approval
 - ii. Discuss Benefit Dinner: Currently holding spot for Friday, May 9, 2025. \$1,000 deposit due by 7/22/24. The final amount is to be determined by how many tickets are sold.
 - 1. **Action Item:** Vote to approve the Spanish Hills contract for the benefit dinner.
 - iii. Discuss Apex Fun Run
 - 1. Holding the week of November 11th-22nd 2024. Waiting for the contract requested by email on 7/10.
 - 2. **Action Item:** Vote to approve Apex contract.
 - iv. Discuss Direct Donation: Donation/Donor Gift



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1. \$250 - Magnet item \$7
2. \$150 - Heart

K. Volunteer Coordinator

- i. Mentor program
- ii. Park playdates: Support and Giveaway.
- iii. Room Parent Welcome Event
- iv. Update on Kinder Round Up sign-ups
- v. Volunteer sign-up discussion

L. PR/Social Media

- i. Update on board member

M. Technical Advisor

- i. Confirm Slack and Email access for new board members

N. Alumni Advisor

V. NEW BUSINESS

VI. ONGOING BUSINESS

VII. ADJOURNMENT
