



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 Herrera 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



- 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/Packet 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

