



**MCN Executive Board Meeting**  
**Date: April 10, 2024; Time: 6:30 pm**  
**Location: MATES MPR**

<b>ATTENDANCE</b>		
<b>Present:</b> President: Margie Moreno, Robert Wain-Ku Programs: Jennifer Steinert Fundraising: Arezou Zaidi, Nancy Melgar Communications: Caitlin Shrum Treasurer: Kenton Sowell Financial Secretary: Shannon Savage-Howie Auditor: Bing Xu Liu Secretary: Lucia Bartlett Parliamentarian: Janey Choplins Volunteer Coordinator: Melanie Herrera, Veronica Shuler Assistant Director: Kristen Walker Teacher Representative: Denise Bain Alumni Advisor: Nadia Hefni Foster		<b>Absent:</b> Programs: Lori Allen Communications: Devaki Winick PR/Social Media: Ashlee Michaelson Secretary: Katie Wade Technical Advisor: Jamie Stein Executive Director: Brenda Olshever Alumni Advisor: Nadia Hefni Foster MATES Board Member: Kerri Graver
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none"><li>By Margie Moreno at 6:38 pm</li><li>Yes</li><li>Read aloud by Dr. Walker</li></ul>	
<b>II. APPROVAL OF THE MINUTES</b>		
A. <b>Action Item:</b> Vote to approve minutes from March 13 , 2024 MCN Executive Board Meeting  B. <b>Action Item:</b> Vote to approve minutes from March 29, 2024 Special Executive Board Meeting	<ul style="list-style-type: none"><li>No Discussion</li><li>No Discussion</li></ul>	Motion Carried & Approved  Motion Carried & Approved
<b>III. FINANCIAL</b>		



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A. <b>Action Item:</b> Vote to approve March 2024 payments totalling \$3574	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve February 2024 deposits totalling \$170	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	Motion Carried & Approved
C. <b>Action Item:</b> Vote to release funds i. Monthly cash gift to school \$300 (April 2024)	<ul style="list-style-type: none"><li>• No Discussion</li></ul>	Motion Carried & Approved
D. <b>Action Item:</b> Approve James Stanton as CPA for tax filings for the fiscal year ended 6/30/23 with estimated cost of \$350	<ul style="list-style-type: none"><li>• Moved to Treasurer Report</li></ul>	
E. Discussion: Share estimates of how many hours on average each committee member spends per week on MCN duties.	<ul style="list-style-type: none"><li>• Moved to Treasurer Report</li></ul>	

### IV. REPORT OF OFFICERS

A. President a. Discussion of proposed school dedication	<ul style="list-style-type: none"><li>• Ongoing discussion for planned dedication</li></ul>	
B. Executive/Assistant Director	<ul style="list-style-type: none"><li>• Ongoing discussion regarding end of year plans to celebrate Brenda Olshever's retirement.</li><li>• Women in History was wonderful and kids really enjoyed themselves. The addition of the books for the library was great.</li><li>• The lottery for next school is completed. 42 spots were filled with neighborhood children and siblings.</li><li>• Looking forward to upcoming International Night.</li><li>• Benefit dinner question from Mr. Fiss about party lights was</li></ul>	



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addressed. The chairs will be in contact with Mr. Fiss.

### C. MATES Board Member

- There are 6 candidates slated for the new board. People are welcome to meet the candidates Friday the 12th at 8:15AM and Monday the 15th at 6PM. Ballots are due May 10th.
- TK Update - Currently going back and forth about the lease agreement with CVUSD with the extra building and the maintenance.

### D. Staff

- Pioneer Day went really well and the students benefited greatly from the funds given from the MCN.
- 

### E. Treasurer

a. **Action Item:** Approve James Stanton as CPA for tax filings for the fiscal year ended 6/30/23 with estimated cost of \$350

- Regarding Action Item III.D. Discussion: Discussed who James Stanton is as a CPA. He does tax filings for many school PTA's in the area. He is well known and liked. His quote is lower than the budget for a CPA.

- No further Discussion

Motion Carried & Approved

- Regarding Item III.E. Discussion: Please share hours of time for each position, particularly Presidents, Secretaries, and Financials

### F. Communications

- Continue to send flyers out regularly and timely, so that they can be tracked.



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	<ul style="list-style-type: none"><li>Year in Review will be needed for GMM #4 coming May 22, 2024, many teachers still need to upload.</li></ul>	
G. Auditor	<ul style="list-style-type: none"><li>No Discussion</li></ul>	
H. Parliamentarian	<ul style="list-style-type: none"><li>The new slate of MCN members will be sworn in during the May meeting.</li></ul>	
I. Programs	<ul style="list-style-type: none"><li>No Discussion</li></ul> <p><b>a. Action Item:</b> Vote to approve to increase the budget for International Night by \$500 to make the total budget \$1500 (vs. \$1000). i. This would allow each country a total of \$75 each and still allow for \$450 for food for the entertainers and additional expenses for decorations. There is money left in assemblies and Women in History to cover the difference</p> <p><b>b. Action Item:</b> Vote to approve \$500 donation to Kind Campaign</p>	Motion Carried & Approved
	<ul style="list-style-type: none"><li>No Discussion</li><li>International Night is this coming Friday, April 12, 2024. There are 17 countries represented with 5 performances being done. An All-Call will go out tomorrow.</li><li>Staff Appreciation Week will be the week of April 29th. The theme is "Through the Ages" and different grades will be assigned to different generations. Dr. Walker will send a list of how many people are on staff for t-shirts and other items. It was mentioned that the staff most appreciate notes from the parents.</li><li>Earth Day next Saturday, April 20, 2024. There will be a scavenger hunt</li></ul>	Motion Carried & Approved



hike in Wildwood Park, snack at the teepee, and head to Paradise Falls. Students will receive a pin for participating. Dr Walker asked about insurance and since CRPD will not further insure, the flyers must indicate that this is an off-campus gathering of MATES community members. We need to be clear for liability purposes.

- Assembly to be held on April 25, 2024 for 4th and 5th graders only. The Kind Campaign, anti-bullying message, will start at 8:30AM.
- Women in History went so well. The women that were highlighted were unknown to most people.

#### J. Fundraising

- Action Item:** Vote to approve quote for Amigo Event rentals for heaters and propane Tanks used for the Benefit Dinner totalling \$1,177.20
- Action Item:** Vote to approve contract for Ofek Events for the photo booth rental used for the Benefit Dinner totalling \$1,095.
- Action Item:** Vote to approve contract for Bishop Florals for centerpieces and arrangements for the Benefit Dinner totalling \$1,500.
- Action Item:** Vote to approve contract for Coastal Events for outdoor speakers and uplights for Benefit Dinner totalling \$590.

- No Discussion

Motion Carried & Approved

- Auction items are needed. We are trying to divide the workload amongst the Board Members.



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### K. Volunteer Coordinator

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- Room parent emails will be very concise and will probably consist of 3 emails detailing the general information coming up, teacher appreciation week, and the benefit dinner.

### L. PR/Social Media

- No Discussion

### M. Technical Advisor

- No Discussion

### N. Alumni Advisor

- Alumni Senior walk is coming up. They have QR Codes and other information set up now.

## V. NEW BUSINESS

A. At the curriculum meeting, the need for language development has been brought up by families.

- The idea of "Language at Lunch" has been developed. A chair has been determined.

## VI. ONGOING BUSINESS

- No Discussion

## VII. ADJOURNMENT

Meeting Adjourned

- 8:16 PM

Minutes Compiled by

- Katie Wade