



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

ATTENDANCE		
Present: 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 Choplin Volunteer Coordinator: Melanie Herrera, Veronica Shuler Assistant Director: Kristen Walker Teacher Representative: Denise Bain Alumni Advisor: Nadia Hefni Foster		Absent: 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
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	• By Margie Moreno at 6:38 pm	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Dr. Walker	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from March 13 , 2024 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve minutes from March 29, 2024 Special Executive Board Meeting	• No Discussion	Motion Carried & Approved
III. FINANCIAL		



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A. Action Item: Vote to approve March 2024 payments totalling \$3574	<ul style="list-style-type: none">• No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve February 2024 deposits totalling \$170	<ul style="list-style-type: none">• No Discussion	Motion Carried & Approved
C. Action Item: Vote to release funds <ul style="list-style-type: none">i. Monthly cash gift to school \$300 (April 2024)	<ul style="list-style-type: none">• No Discussion	Motion Carried & Approved
D. Action Item: 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">• Moved to Treasurer Report	
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">• Moved to Treasurer Report	

IV. REPORT OF OFFICERS

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



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	addressed. The chairs will be in contact with Mr. Fiss.	
C. MATES Board Member	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Regarding Item III.E. Discussion: Please share hours of time for each position, particularly Presidents, Secretaries, and Financials 	Motion Carried & Approved
F. Communications	<ul style="list-style-type: none"> Continue to send flyers out regularly and timely, so that they can be tracked. 	



- Year in Review will be needed for GMM #4 coming May 22, 2024, many teachers still need to upload.

- No Discussion

- The new slate of MCN members will be sworn in during the May meeting.

- a. **Action Item:** 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
- b. **Action Item:** Vote to approve \$500 donation to Kind Campaign

- No Discussion

Motion Carried
& Approved

- No Discussion

Motion Carried
& Approved

- 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.

- 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.

- Earth Day next Saturday, April 20, 2024. There will be a scavenger hunt



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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

- No Discussion

Motion Carried & Approved

- No Discussion

Motion Carried & Approved

- 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

- 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