



**MCN Executive Board Meeting**  
**Date: May 8, 2024; Time: 6:30 pm**  
**Location: MATES MPR**

ATTENDANCE		
<b>Present:</b> President: Margie Moreno, Robert Wain-Ku Programs: Lori Allen, Jennifer Steinert Fundraising: Arezou Zaidi, Nancy Melgar Communications: Caitlin Shrum, Devaki Winick Financial Secretary: Shannon Savage-Howie Auditor: Bing Xu Liu Secretary: Katie Wade Volunteer Coordinator: Melanie Herrera, Veronica Shuler Assistant Director: Kristen Walker Teacher Representative: Denise Bain MATES Board Member: Kerri Graver Alumni Advisor: Nadia Hefni Foster		<b>Absent:</b> PR/Social Media: Ashlee Michaelson Treasurer: Kenton Sowell Secretary: Lucia Bartlett Parliamentarian: Janey Choplin Technical Advisor: Jamie Stein Executive Director: Brenda Olshever
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	• At 6:35 PM by Margie Moreno	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Kristen Walker	
<b>II. APPROVAL OF THE MINUTES</b>		
A. <b>Action Item:</b> Vote to approve minutes from April 10 , 2024 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve minutes from April 28, 2024 MCN Special Executive Board Meeting	• No Discussion	Motion Carried & Approved
<b>III. FINANCIAL</b>		
A. <b>Action Item:</b> Vote to approve April 2024 payments totalling \$3,100	• No Discussion	Motion Carried & Approved



## MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

- |   |   |  |
|---|---|--|
| <p>B. <b>Action Item:</b> Vote to approve April 2024 deposits totalling \$13,832</p> <p>C. <b>Action Item:</b> Vote to release funds</p> <p>i. Monthly cash gift to school \$300 (May 2024)</p> <p>D. <b>Action Item:</b> Vote to release the second donation of library funds to the school totalling \$4000</p> | <ul style="list-style-type: none"><li>• No Discussion</li><li>• No Discussion</li><li>• No Discussion</li></ul> | <p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p> |
|---|---|--|

### IV. REPORT OF OFFICERS

#### A. President

- a. Update of proposed school dedication

- Further discussion of planned dedication for Brenda Olshever. Presentation will be made at the Benefit Dinner.
- Discussion regarding next MCN Executive Board Meeting: Start time will be 6PM, there will be a brief meeting with a follow up end of year celebration at Stonehaus
- Open House will be May 22, 2024. The plan will be to begin with the band concert, take a short pause to complete the MCN GMM and video presentation, then conclude the band concert, and then proceed out to the blacktop for the 4th grade square dance.

#### B. Executive/Assistant Director

- International Night was amazing and well attended. There were so many family representatives from various countries.
- The annual programmatic audit at the County office was a success.
- The KIND Campaign assembly was well received. The staff was impressed and students were impacted. It was a big success.



## MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

	<ul style="list-style-type: none"><li>• Staff Appreciation Week was amazing, rejuvenating, and inspirational.</li><li>• We are all looking forward to the Annual Benefit Dinner.</li><li>• Don't forget to vote for the MATES Board Members, the deadline is Friday, May 10, 2024.</li><li>• The Volunteer Tea was this morning and was a great event to acknowledge the work of all the volunteers at MATES.</li></ul>	
<b>C. MATES Board Member</b>	<ul style="list-style-type: none"><li>• Please don't forget to vote for the next MATES Board Members. There are 6 candidates, the most in recent history.</li><li>• The Board just had the first of three end of year meetings this week. The ongoing negotiation for a TK was discussed as we are still negotiating for two classrooms rather than one.</li><li>• The Board received great feedback about the KIND Campaign assembly.</li></ul>	
<b>D. Staff</b>	<ul style="list-style-type: none"><li>• Thank you for all you did for Staff Appreciation Week. The highlight of the week is letters from parents.</li><li>• Today in the curriculum meeting a discussion was had about possibly raising the per student donation to increase class funds and offset the rising costs for staff. This will be added to the budget meeting to discuss further.</li></ul>	
<b>E. Treasurer</b>	<ul style="list-style-type: none"><li>• Please submit check requests ASAP, they need to be in by the end of the month.</li><li>• The goal is to have the budget completed by next Wednesday May 15, 2024 so it can be posted for the Wednesday May 22, 2024 GMM. There will be a special meeting between Wednesday and Friday to approve the budget.</li></ul>	



## MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

<b>F. Communications</b>	<ul style="list-style-type: none"><li>• The MCN Survey will be in next week's folder. A link will be live this Friday May 10, 2024 for social media.</li><li>• The yearbook will be submitted for approval this Friday May 10, 2024.</li></ul>	
<b>G. Auditor</b>	<ul style="list-style-type: none"><li>• Attended the National PTA convention last week and wanted to remind everyone if we hire a professional or personal service (i.e., guest speakers) and pay them more than \$600, they also need to receive a 1099.</li></ul>	
<b>H. Parliamentarian</b>	<ul style="list-style-type: none"><li>• No discussion</li></ul>	
<b>I. Programs</b>	<ul style="list-style-type: none"><li>• International Night was a great success and everyone had a great time. This will not be an annual event, despite its popularity, because it is such a big production for families and volunteers.</li><li>• We celebrated Earth Day recently. We were able to donate 21 pairs of blue jeans to Blue Jeans Go Green. We hosted a scavenger hunt and hike in Wildwood, it was a small turnout but very nice event.</li><li>• The recent KIND Campaign assembly was incredible. It was a profound moment for the students that was both enlightening and emotional. One of the founders of the KIND Campaign has an incoming kindergartener this year, so we are hopeful to repeat the assembly in the future.</li><li>• Staff Appreciation Week was a success. We need to have a budget conversation for next year. We received good feedback for changes next year. Some food/lunch plans will need to be changed for next</li></ul>	



## MATES Community Network (MCN)

	2000 La Granada Dr. Thousand Oaks, CA 91362	
	<p>year, ideally with no more individual lunches sponsored by classrooms.</p> <ul style="list-style-type: none"> <li>5th Grade Culmination: MCN funds will cover a balloon arch, no refreshments will be provided.</li> </ul>	
<b>J. Fundraising</b>	<ul style="list-style-type: none"> <li>Mr. Laguardia is present to discuss lineup and emcee plan for speeches and live auction at the Benefit Dinner.</li> <li>Benefit dinner is next Friday, May 17, 2024. A sign up genius will be created for volunteers to help with set up for day of help. Silent auction items are still being accepted. We are still in need of Live Auction items. 205 tickets were purchased, with an additional 8 pending. 24 Staff Members will be attending.</li> <li>Next restaurant night fundraiser will be Acai Bowls, more information to follow.</li> </ul>	
<b>K. Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>We have already started receiving requests for mentors for incoming families, we will postpone assigning mentors until June to allow new members of MCN to participate.</li> <li>An email will be generated to ask families to contribute to the Brenda Olshever retirement gift before the Benefit Dinner, and then one final end of year email will be sent.</li> </ul>	
<b>L. PR/Social Media</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>M. Technical Advisor</b>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<b>N. Alumni Advisor</b>	<ul style="list-style-type: none"> <li>Don't forget the Senior Walk is coming up June 6, 2024.</li> </ul>	
<b>V. NEW BUSINESS</b>		



## MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

- No Discussion

### VI. ONGOING BUSINESS

- No Discussion

### VII. ADJOURNMENT

**Meeting Adjourned**

- 7:54 pm

**Minutes Compiled by**

- Katie Wade