



## Executive Board Meeting

Date: August 16, 2024; Time: 6:30 pm

Locations: Mates MPR

### 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 July 17 MCN Executive Board Meeting

### III. FINANCIAL

- A. **Action Item:** Vote to approve July payments totalling \$4,082
- B. **Action Item:** Vote to approve July deposits totalling \$0.00

### IV. REPORTS OF OFFICERS

- A. Presidents' Report:
  - i. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of July 2024
  - ii. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of August 2024.
  - iii. Discuss Back to School Bash
  - iv. Review new Back to School Bash tote
- B. Executive/Assistant Director
- C. MATES Board Member
- D. Staff
- E. Treasurer
- F. Communications
  - i. Review current flyers process
- G. Auditor
  - i. **Action Item:** Approve January-June, 2024 Audit report
- H. Parliamentarian
- I. Programs



- i. Staff Luncheon August 19th
  - J. Fundraising
    - i. Review Fundraising Packet
    - ii. 2024/2025 direct donation \$250 donor gift - car magnet
  - K. Volunteer Coordinator
  - L. PR/Social Media
  - M. Technical advisor
  - N. Alumni advisor
- V. NEW BUSINESS
  - A. **Action Item:** Nominate and vote for new PR/Social Media Co-Chairs: Jennifer Howard and Ashley Ramstead
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT