



**MCN Executive Board Meeting**  
**Date: July 17, 2024; Time: 5:30 pm**  
**Location: PRESIDENT'S HOUSE**

ATTENDANCE		
<b>Present:</b> President: Robert Wain-Ku, Caitlin Shrum Programs: Lori Allen, Jennifer Steinert Fundraising: Nancy Melgar Communications: Veronica Shuler Treasurer: Kenton Sowell Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Melanie Herrera Volunteer Coordinator: Tamara Summers, Lyndsay Rosen Technical Advisor: Janey Choplin Executive Director: Kristen Walker Assistant Director: Reneé Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster Alumni Advisor: Nadia Hefni Foster		<b>Absent:</b> Fundraising: Jessica Ng Communications: Devaki Winick PR/Social Media: Ashlee Michaelson Financial Secretary: Shannon Savage-Howie Parliamentarian: Arezou Zaidi
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	• At 7:45PM by Robert Wain-Ku	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Robert Wain-Ku	
<b>II. APPROVAL OF THE MINUTES</b>		
A. <b>Action Item:</b> Vote to approve minutes from June 5, 2024 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
<b>III. FINANCIAL</b>		
A. <b>Action Item:</b> Vote to approve June 2024 payments totalling \$127,904.00	• No Discussion	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve June 2024 deposits totalling \$7,195.00	• No Discussion	Motion Carried & Approved



## IV. REPORT OF OFFICERS

### A. President

- a. Review draft of 2024-2025 Calendar of Events
- b. Review of MCN Meeting Dates
- c. Standing Rules Presented
- d. Appointment of Arezou Zaidi and Melanie Herrera to Parliamentarian
- e. Appointment of Nadia Hefni to Alumni Advisor
  - i. Motion to append name "Nadia Hefni Foster" on agenda
- f. MCN T-Shirt Design/ Order Process
- g. Art at Lunch Design/ Order Process
  - i. **Action Item:** Increase Art at Lunch t-shirt expense/budget totaling \$2000.00 from \$0
- h. Language at Lunch Design/ Order Process
  - i. **Action Item:** Vote to add Language at Lunch t-shirt expense/budget \$2000.00
- i. Back to School Bash Giveaway
  - i. **Action Item:** Vote to increase the Back to School Bash giveaway (tote) to \$3,400.00 from \$2,200.00
  - ii. **Action Item:** Vote to increase the budget to reflect sponsorship commitments for

- Available for review on Slack. Some dates remain flexible and TBD.
- No Discussion
- No Discussion
- No Discussion
- No Discussion
- No Discussion
- First round of shirts will be ordered for MCN and then second order will be for staff and teachers
- The line item budget was originally \$0, however we have changed the printing company and we now need to front the money. The upfront cost will be "paid for" with the proceeds.
- No Discussion
- The sponsorship has been changed to 4 sponsors at \$600/each to cover the increase in cost
- No Discussion

Motion Carried & Approved

Motion Carried & Approved

Motion Carried & Approved

Motion Carried & Approved

Motion Carried & Approved



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the Back to School Bash  
Giveaway to \$2,400 from  
\$2,000.

j. 1st Day of School Supplies sold 135  
units this year; last year sold 149 total  
kits

k. Google Drive and Slack update

l. Contact Sheet

- Last year had a larger group of siblings coming into kindergarten which may account for the lower number of kits sold. The 1st Day of School Supplies info is sent in the new student packet to incoming kindergarten families.
- Please double check your ability to access Slack and Google Drive. Please be sure to CC your title position email so that future MCN members can view and have access to information and contacts.
- Please update email and phone number contact information

### B. Executive/Assistant Director

- Reneé Dake introduced herself as the new Assistant Director
- Thank you to our hosts for this evening's meeting

### C. MATES Board Member

- The next Board meeting is August 12, 2024 and the retreat is August 14, 2024
- All new Board members have been appointed and sworn in.

### D. Staff

- The teachers were very excited and thankful that there will be an increase of \$10 per child in their classroom from the MCN.

### E. Treasurer

- Last year we piloted using Zelle, but we will no longer be using it this year. Please be patient with check



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<p>a. Action Item: Vote to remove Margie Moreno as a signer on the MCN bank account at Wells Fargo</p> <p>b. Action Item: Vote to add Caitlin Shrum and Jennifer Steinert as the signers on the MCN bank account at Wells Fargo</p>	<ul style="list-style-type: none"><li>requests. Every check request will be logged by Shannon Savage-Howie to ensure efficiency.</li><li>We are going back to a paper system for check requests. There will be a folder available near staff mailboxes in the office. Please follow up with an email to Shannon and Kenton.</li><li>Discuss changing the key executor for the MCN account at Wells Fargo</li><li>No Discussion</li></ul>	<p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p>
<p><b>F. Communications</b></p>	<ul style="list-style-type: none"><li>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</li><li>Please send any other items to communications to be included no later than Monday, August 6, 2024</li><li>If hanging flyers around the school, please be sure to retrieve those flyers after the event. Please also use blue painters tape.</li></ul>	
<p><b>G. Auditor</b></p> <p>a. Audit update - to be voted on for approval at the August 7th board meeting</p>	<ul style="list-style-type: none"><li>Next auditor report will be presented by both Justin Flam (Incoming Auditor) and Bing Xu Liu (Outgoing Auditor) at the next meeting.</li></ul>	
<p><b>H. Parliamentarian</b></p>	<ul style="list-style-type: none"><li>No discussion</li></ul>	
<p><b>I. Programs</b></p> <p>a. Discuss details about the teacher luncheon</p>	<ul style="list-style-type: none"><li>The teacher luncheon is being planned. There was a taco cart used last year, but we may try something different this year. The details are to be determined.</li></ul>	



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<p>b. Discuss the use of school iPads for volunteer sign-ups at Back to School Bash and other events</p> <p>c. Welcome Back Social</p> <p>i. <b>Action Item:</b> Vote to approve the contract for Welcome Social at Figueroa Mountain Brewing Company</p>	<ul style="list-style-type: none"><li>• Using iPads will be easier for Volunteer Coordinators to gather information from interested volunteers versus using clipboards and hard copies that have to be input to a database manually. We will try to use the iPads at the first Kinder Play Date, and will also generate a QR Code that will link to the online database.</li><li>• We will also be adding a table to the Boohoo Yahoo Coffee for volunteer sign ups and Direction Donations</li><li>• There was a discussion with Crawford's Social to host the Welcome Back Social, but ultimately decided to go back to Figueroa Mountain Brewing Company. We are able to rent the entire space at Figueroa. Figueroa's costs have increased by \$400-500, so we will increase our budget accordingly. The full buy-out of the restaurant will last from 6-9pm. Ongoing discussion of the use of name tags and buttons at the event.</li><li>• Contract details read to acknowledge the \$500 deposit was included in the contract</li></ul>	<p>Motion Carried &amp; Approved</p>
<p><b>J. Fundraising</b></p> <p>a. Discuss Sponsorship Levels/Package for approval</p> <p>b. Discuss Benefit Dinner</p>	<ul style="list-style-type: none"><li>• The sponsorship packets have been updated (a preview of the packets was shown). There has been a good turnout on sponsorships already. Many new sponsors have already been recruited.</li><li>• Currently holding spot for Friday, May 9, 2025. \$1,000 deposit due by 7/22/24. The final amount is to be</li></ul>	



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<p>i. <b>Action Item:</b> Vote to approve the Spanish Hills contract for the benefit dinner</p> <p>c. Discuss Apex Fun Run</p> <p>i. <b>Action Item:</b> Vote to approve Apex contract</p> <p>d. Discuss Direct Donation: Donation/Donor Gift</p> <p>i. \$250 - Magnet item \$7</p> <p>ii. \$150 - Heart</p>	<p>determined by how many tickets are sold.</p> <ul style="list-style-type: none"><li>• The event will be one week earlier next year than this year.</li><li>• No Discussion</li><li>• Holding the week of November 11th-22nd 2024. Waiting for the contract, requested by email on 7/10/24.</li><li>• The contract has been received. The Fun Run was moved to November to avoid back to back events.</li><li>• No Discussion</li><li>• We are currently in the process of designing car magnets for a \$250 Direct Donation. This is in place of the bento boxes that were given last year.</li><li>• Same Direct Donation as last year for a heart.</li></ul>	<p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p>
<p><b>K. Volunteer Coordinator</b></p> <p>a. Mentor Program</p>	<ul style="list-style-type: none"><li>• We will be matching interested families with mentors tomorrow, July 18, 2024. Additional mentor families are needed in order to avoid mentors having more than one family.</li></ul>	



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<p>b. Park Playdates: Support and Giveaway</p> <p>c. Room Parent Welcome Event</p> <p>d. Update on Kinder Round Up Sign-ups</p> <p>e. Volunteer Sign-up discussion</p>	<ul style="list-style-type: none"><li>• The first of 2 park play dates will be this Sunday, July 21, 2024 at Old Meadows Park. The QR codes for volunteer sign ups will be made available. Discussion regarding MATES goodies to giveaway at play dates.</li><li>• Planning for the Welcome Event to be September 4, 2024, at 6:30PM at MATES and then all of the Room Parents will be invited to Tarantula Hill afterwards. MCN Programs will also attend to work with the Volunteer Coordinators to try to explain the new framework of grade levels being in charge of getting volunteers for school events.</li><li>• There will be an MCN table and marketplace set up at Kinder Round Up that will need volunteers, Thursday, August 8, 2024.</li><li>• Ongoing discussion of iPads and QR codes to link to online database for volunteer sign-ups</li></ul>	
<p><b>L. PR/Social Media</b></p> <p>a. Update on board member</p>	<ul style="list-style-type: none"><li>• Ashlee Michaelson has officially resigned from her position. We will need a replacement, it could be a co-chair position.</li></ul>	
<p><b>M. Technical Advisor</b></p> <p>a. Confirm Slack and Email access for new Board Members</p>	<ul style="list-style-type: none"><li>• Please ensure you have access to Slack and your MCN email. Also need headshots for MCN members for the website.</li></ul>	
<p><b>N. Alumni Advisor</b></p>	<ul style="list-style-type: none"><li>• The Senior Walk happened in June. It was the second time we have done the Senior Walk. It was a huge success. Thank you to everyone for the support.</li></ul>	



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- A Google form has been set up to collect contact information for the alumni database.
- The idea was brought up to find a way to include the graduating 5th graders into the Senior Walk, maybe having them walk in front of the Seniors so that they too can have a final walk/clap out.

### V. NEW BUSINESS

- Discussion of starting a trial of a new platform for donating money other than Tithe.ly. Tithe.ly is a very expensive platform and is not user friendly. Discussion of whether it would be possible to start with a new platform by August 18, 2024, for the Back to School Bash. Treasurer and team will investigate further.

### VI. ONGOING BUSINESS

- No Discussion

### VII. ADJOURNMENT

Meeting Adjourned

- 9:12 pm

Minutes Compiled by

- Katie Wade