



MCN Executive Board Meeting
Date: August 7, 2024; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Robert Wain-Ku, Caitlin Shrum Programs: Jennifer Steinert Fundraising: Nancy Melgar Communications: Veronica Shuler, Devaki Winick PR/Social Media: Ashley Ramstead Financial Secretary: Shannon Savage-Howie Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Arezou Zaidi Volunteer Coordinator: Lyndsay Rosen Executive Director: Kristen Walker MATES Board Member: Stacey Foster		Absent: Programs: Lori Allen Fundraising: Jessica Ng PR/Social Media: Jennifer Howard Treasurer: Kenton Sowell Parliamentarian: Melanie Herrera Volunteer Coordinator: Tamara Summers Technical Advisor: Janey Choplins Assistant Director: Reneé Dake Teacher Representative: Denise Bain Alumni Advisor: Nadia Hefni Foster
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none">At 6:35PM by Robert Wain-KuYesRead aloud by Dr. Walker	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from July 17, 2024 MCN Executive Board Meeting	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve July 2024 payments totalling \$4,082.00	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve July 2024 deposits totalling \$0.00	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved



	2000 La Granada Dr. Thousand Oaks, CA 91362	
A. President <ul style="list-style-type: none">a. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of July 2024b. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of August 2024c. Discuss Back to School Bashd. Review new Back to School Bash Tote	<ul style="list-style-type: none">• No Discussion• No Discussion• The Back to School Bash is fast approaching. We held a meeting this morning to finalize details. Kinder Gate will be the only open gate to access the school where there will be an MCN table to hand out totes with giveaways. There will be additional tables for scanning drivers licenses into the raptor system, PAC, Growing Outdoors, YMCA, Direct Donation Table, Art at Lunch/Language at Lunch (able to purchase t-shirts), Ipads for volunteer sign ups, and chorus.• We need a SignUp Genius to be established for volunteer sign-ups for BSB• Friday August 16th will be the day to meet and stuff the tote bags• The tote bags will be given out at the Kindergarten gate when people first arrive and sign in.• A different tote bag had to be purchased because the company was unable to print white font onto black bags. The new bags will be arriving next week.	<p>Motion Carried & Approved</p> <p>Motion Carried & Approved</p>
B. Executive/Assistant Director	<ul style="list-style-type: none">• The front office is back open. We are racing towards getting ready for the new school year.	



	<ul style="list-style-type: none">• Kinder Round-Up is tomorrow. Thank you to the MCN volunteers who have signed up to be there.• Teachers will be back next week and will be doing staff development all week.• We are looking forward to working with this team and the great year ahead.	
C. MATES Board Member	<ul style="list-style-type: none">• The Board has a meeting next week.• We are all looking forward to all the events this year.	
D. Staff	<ul style="list-style-type: none">• Please ensure the flyer is sent to teachers for Back to School night• Room Parents should coordinate with teachers to have at least 5 minutes for presentation at Back to School Night	
E. Treasurer	<ul style="list-style-type: none">• No Discussion	
F. Communications a. Review current flyers process	<ul style="list-style-type: none">• Any flyers needed for upcoming events should be sent to communications on Slack the Wednesday before it needs to be distributed.• Information about grade level volunteer needs will be discussed at Back to School Night and then the information can be given out in the Wednesday E-Folder after the event.	
G. Auditor a. Action Item: Approve January-June 2024 Audit Report	<ul style="list-style-type: none">• There are 10 outstanding checks, 8 of which the recipient is also unknown• Discussed line items with missing receipts or unknown entities• Balance as of 12/31/23: \$116,063.12• Balance as of 6/30/24: \$22,944.60	Motion Carried & Approved
H. Parliamentarian	<ul style="list-style-type: none">• No discussion	
I. Programs		



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a. Staff Luncheon August 19, 2024	<ul style="list-style-type: none">Wood Ranch is catering. \$1300 for 50 people and the budget is \$1500 which leaves enough for some decor.BooHoo/YaHoo Coffee is the first day of school. Corner Bakery is catering and there will be coffee and tea. The setup will be handled the day before after the Staff Luncheon.The Welcome Parent Social is at Figueroa Mountain Brewing Company with the same menu as last year.Grade level volunteer assignments: Kinder - STEAM Night, 1st - Family Dance, 2nd - Winter Art Gallery, 3rd - Family Movie Night, 4th - STEAM Night, 5th - Women in History	
J. Fundraising a. Review Fundraising Packet b. 2024/2025 Direct Donation \$250 donor gift - car magnet	<ul style="list-style-type: none">Getting ready for Back to School Bash. The new format Fundraising Packet has been approved and will be included in the totes.We will be putting up hearts on the fence in front of the school so people can see what they are for Direct Donation.Car Magnets will be given for a \$250 Direct Donation Gift. The magnets have not been received yet.There is still a need for some additional help at Kinder Round Up tomorrow.We will need a SignUpGenius created for Direct Donation Volunteers at the booth outside of the Kindergarten Gate.	
K. Volunteer Coordinator	<ul style="list-style-type: none">Please send us info for any SignUpGenius that needs to be created.	
L. PR/Social Media	<ul style="list-style-type: none">No Discussion	



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M. Technical Advisor

- No Discussion

N. Alumni Advisor

- No Discussion

O. Finance Secretary

- Check request process will be a paper system this year that the Financial Secretary will assist the treasurer with. All receipts and check requests for a specific program will go to the program chair first. Once it is verified, the request can be submitted to the financial secretary. Then the financial secretary will submit forms to the treasurer for check distribution.
- The Financial Secretary will also take money to be deposited. Please fill in the triplicate form in full with the monies to be deposited.

V. NEW BUSINESS

A. Action Item: Nominate and vote for new PR/Social Media Co-Chairs: Jennifer Howard and Ashley Ramstead

- The vote will be ratified at the first General Membership Meeting September 6, 2024.

Motion Carried & Approved

B. Action Item: Motion to add "Finance Secretary" to future agendas

- No Discussion

Motion Carried & Approved

VI. ONGOING BUSINESS

- No Discussion

VII. ADJOURNMENT

Meeting Adjourned

- at 7:39pm

Minutes Compiled by

- Katie Wade