

**MCN Executive Board Meeting****Date: September 11, 2024; Time: 6:30 pm****Location: MATES MPR**

| ATTENDANCE | | |
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| Present: | | Absent: |
| President: Robert Wain-Ku, Caitlin Shrum Programs: Lori Allen, Jennifer Steinert Fundraising: Nancy Melgar, Jessica Ng Communications: Veronica Shuler, Devaki Winick PR/Social Media: Jennifer Howard, Ashley Ramstead Financial Secretary: Shannon Savage-Howie Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Volunteer Coordinator: Tamara Summers Executive Director: Kristen Walker Assistant Director: Renée Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster | | Treasurer: Kenton Sowell Parliamentarian: Arezou Zaidi, Melanie Herrera Volunteer Coordinator: Lyndsay Rosen Technical Advisor: Janey Choplin Alumni Advisor: Nadia Hefni Foster |
| Agenda Item | | |
| I. OFFICIAL OPENING OF THE MEETING | Discussion/Recommendations | Status |
| A. Call to order B. Establishment of Quorum C. Mission Statement | <ul style="list-style-type: none">At 6:35 PM by Caitlin ShrumYesRead aloud by Tamara Summers | |
| II. APPROVAL OF THE MINUTES | | |
| A. Action Item: Vote to approve minutes from August 7, 2024 MCN Executive Board Meeting B. Action Item: Vote to approve minutes from the August 11, 2024 MCN Executive Board Special Meeting | <ul style="list-style-type: none">No DiscussionNo Discussion | <p>Motion Carried & Approved</p> <p>Motion Carried & Approved</p> |
| III. FINANCIAL | | |
| A. Action Item: Vote to approve 8/1/2024 - 8/31/2024 payments totalling \$4,497 B. Action Item: Vote to approve 8/1/2024 - 8/31/2024 deposits totalling \$21,398 with ending cash of \$35,763. | <ul style="list-style-type: none">No DiscussionNo Discussion | <p>Motion Carried & Approved</p> <p>Motion Carried & Approved</p> |



C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of September 2024.

- No Discussion

Motion Carried & Approved

IV. REPORT OF OFFICERS

A. President

a. **Action Item:** Vote to increase Art at Lunch tshirt budget to \$2,000.

b. **Action Item:** Vote to amend budget to add Language at Lunch tshirt expense line for \$1,000.

c. **Action Item:** Approve commitment/contract to 1st Day School Supplies for 2025/2026 school year.

- The projected revenue of sales will offset the initial expense
- Because this is a new program, it was not in the existing budget and therefore a new line item must be added
- This is not a contract approval, rather just a commitment to use the company. Formal contract negotiations will happen later.

Motion Carried & Approved

Motion Carried & Approved

Motion Carried & Approved

B. Executive/Assistant Director

- Introduction of our new Assistant Director, Mrs. Renee Dake.
- Thank you for all the effort at Back to School Bash. It was a very successful event.
- The Boohoo/Yahoo coffee was well attended. Thank you for all the hard work.
- Run Club and Art at Lunch started this week. Both were very successful.
- Language at Lunch will be starting this Friday.
- The Parent Welcome Social is tomorrow night.
- It is great to be back at school and see the community come together.
- Thank you for the August Teacher Gift Donation. Money used went towards the following:
 - Titan Safety Communication: \$5,000.00



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| | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none">○ Outdoor Speaker (Dance): \$170.53○ Room 13 student chairs: \$2,589.96○ Socks (Core Values): \$876.82○ Total: \$8,637.31 | |
| C. MATES Board Member | <ul style="list-style-type: none">● The new committees have all been assigned.● Planning has been started to attend the charter school conference next year. We will be sending 5 people to attend. | |
| D. Staff | <ul style="list-style-type: none">● It has been a really great start to the new school year.● It was great for all the staff to have a Back to School Bash again this year.● We have a new science teacher this year.● We appreciate the classroom donation from the MCN. | |
| E. Treasurer | <ul style="list-style-type: none">● No Discussion | |
| F. Communications | <ul style="list-style-type: none">● Thank you to all for sending your flyers in in a timely manner | |
| G. Financial Secretary | <ul style="list-style-type: none">● Hard copies of the check request process are available for those who need one. The process will also be outlined on slack for reference. | |
| H. Auditor | <ul style="list-style-type: none">● The last audit will be amended once all items are addressed. There are three items that still need to be reconciled. The amended audit will be ready for the next Executive Board Meeting. | |
| I. Parliamentarian | <ul style="list-style-type: none">● No discussion | |
| J. Programs a. Action Item: Approval of Movie Night contract with FunFlicks which includes | <ul style="list-style-type: none">● No Discussion | Motion Carried & Approved |



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projector, screen, sound, wireless mic, weights, cables, and gratuity.

- Movie Night - The first SignUp Genius for Movie Night went out to the Third Grade families. The feedback received has all been very positive as people are liking the option to sign up in a way that works for them. There will be an email sent to alumni to come and help at the event, but it will be managed differently than past years to avoid having too many people.
- Teacher Luncheon - Wood Ranch was served along with a watermelon refresher. It was well received and the teachers really appreciated it.
- Boohoo/Yahoo Coffee was well attended. The MPR was very crowded which was great.
- The Welcome Parent Social is tomorrow. There is a cash bar available. MCN provides appetizers only, but it is a veery generous portion of food. Heart stickers will be placed on new and/or kindergarten parents name tags to help facilitate welcoming and conversation with new MATES families.

K. Fundraising

a. Direct Donation Progress

- Families have donated enough to cover 60 hearts and 25 magnets. We have 10 \$5000 sponsor donors so far.

b. Restaurant Nights

- Next week, September 19, 2024, restaurant night will be at The Stand.



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| c. Action Item: Vote to approve Family Photo Day Contract with Lyfe Photos for October 12 and 13, 2024. | <ul style="list-style-type: none">This is the same photographer we used last year. The photos will be taken outdoors this year.The School Cents Program is starting up again this year. Shopping or dining at The Oaks Mall contributes to funding that can be raised by the school.An opportunity drawing will be offered for Direct Donation contributions. This year will be a VIP Movie Night package with parking and a front row seat.With so many sponsor donors this year, we will be updating the sponsorship opportunities/openings at various events. All sponsors will be updated on the flyers. | Motion Carried & Approved. |
| L. Volunteer Coordinator | <ul style="list-style-type: none">Zoom volunteer orientation went well. The Room Parent Social was intimate but well attended.Please continue to send in all SignUp Genius requests. | |
| M. PR/Social Media | <ul style="list-style-type: none">We are planning to start using LinkTree (the free version) to create a link in bio for the MATES homepage. Hopefully this will make it easier for families to find forms, permission slips, etc.We are continuing to try to link the Facebook page with the Instagram account. This may not be possible, and we may just need to create a new Facebook page.We will start to use "Story Highlights" on Instagram to make information more accessible. | |
| N. Technical Advisor | <ul style="list-style-type: none">If you would like your photo on the MCN Officers page, please send a small headshot. | |
| O. Alumni Advisor | <ul style="list-style-type: none">No Discussion | |



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V. NEW BUSINESS

- No Dicussion

VI. ONGOING BUSINESS

- No Discussion

VII. ADJOURNMENT

Meeting Adjourned

- 7:41 pm

Minutes Compiled by

- Katie Wade