



Executive Board Meeting

Date: February 12, 2025; Time: 6.30pm

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 January 14, 2025 MCN Executive Board Meeting

III. FINANCIAL

- A. **Action Item:** Vote to approve January 2025 payments totaling \$13,457.40
- B. **Action Item:** Vote to approve January 2025 deposits totaling \$294.12
- C. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of February 2025.

IV. REPORTS OF OFFICERS

- A. Presidents' Report
 - i. Discussion about MCN Executive Board positions
 - ii. Discussion about editing MCN bylaws
- B. Executive/Assistant Director
 - i. Review the MATES Supporting Organization Policy
- C. MATES Board Member
- D. Staff
- E. Treasurer
- F. Communications
- G. Auditor
- H. Parliamentarian
- I. Programs
- J. Fundraising
- K. Volunteer Coordinator



- L. PR/Social Media
- M. Technical advisor
- N. Alumni Advisor

- V. NEW BUSINESS
 - A. Secretary Reminders about Agenda items

- VI. ONGOING BUSINESS

- VII. ADJOURNMENT