



**MCN Executive Board Meeting**  
**Date: December 11, 2024; Time: 6:00 pm**  
**Location: MATES MPR**

ATTENDANCE		
<b>Present:</b> President: Robert Wain-Ku, Caitlin Shrum Programs: Lori Allen Fundraising: Nancy Melgar Communications: Devaki Winick, Veronica Shuler PR/Social Media: Jennifer Howard, Ashley Ramstead Financial Secretary: Shannon Savage-Howie Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Melanie Herrera, Arezou Zaidi Volunteer Coordinator: Tamara Summers Executive Director: Kristen Walker Assistant Director: Reneé Dake MATES Board Member: Stacey Foster Alumni Advisor: Nadia Hefni Foster		<b>Absent:</b> Programs: Jennifer Steinert Fundraising: Jessica Ng Treasurer: Kenton Sowell Volunteer Coordinator: Lyndsay Rosen Technical Advisor: Janey Choplin Teacher Representative: Denise Bain
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	• At 6:04 PM by Caitlin Shrum	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Dr. Walker	
<b>II. APPROVAL OF THE MINUTES</b>		
A. <b>Action Item:</b> Vote to approve minutes from November 13, 2024 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
<b>III. FINANCIAL</b>		
A. <b>Action Item:</b> Vote to approve November payments totalling \$8,874	• No Discussion	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve November deposits totalling \$2,460	• No Discussion	Motion Carried & Approved
C. <b>Action Item:</b> Vote to release funds for monthly cash gift of \$300 to the school for the month of December 2024.	• No Discussion	Motion Carried & Approved



## MATES Community Network (MCN)

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D. **Action Item:** Vote to release funds for the teacher's portion of the APEX Fun Run totalling \$9,653.12

- The teacher portion is 10% of the gross and then teachers get funds based off classroom donation numbers

Motion Carried & Approved

### IV. REPORT OF OFFICERS

#### A. President

- We are excited to hear reports from Programs and Fundraising because there have been so many amazing things happening in the last month.

#### B. Executive/Assistant Director

- The Fun Run was great and very successful financially. The students and teachers were excited to participate.
- Parent Empowerment night was not well attended with only 6 people in person and an additional 20 online. The discussion will have to continue about how to boost attendance. We may need to look at the option of adding childcare, food, and updating topics of interest. As a school, we value these Parent Empowerment Nights as they are part of the school mission. Suggestion made by MCN president to add an action item to the next meeting to add to the budget to accommodate child care and food.
- The concert was great for the first Music Series event. Mr Laguardia was pleased with the student turnout.
- The recent assembly for the children went very well. There was great feedback from both parents and students. There were also follow-up items provided for the children which is welcomed.
- The Camarillo Christmas Parade is this Saturday if you are available to come out and support MATES.
- Sign-ups are now available for upcoming school tours. We need



## MATES Community Network (MCN)

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MCN help. The commitment is 9-11AM.

- MATES had artwork on display at the Ventura County Office of Education Art and Visual Showcase. Many pieces of artwork from our students and work that Mrs. Bernard completed with the students, were on display. The students and parents seemed proud to see their work on display.
- Thank you for the November Teacher Gift Donation. Money used went towards the following:
  - Psychologist Room: \$96.51
  - **Total: \$96.51**

### C. MATES Board Member

- Thank you for the great success of the Fun Run. That is an incredible amount of money that was raised.
- The contract has been approved for TK for 2025. We will be moving forward with the construction of the portable building. It will be a small, one-classroom situation.

### D. Staff

- No Discussion

### E. Treasurer

- a. Ending Cash was \$67,252
- b. Net monthly cash flow was -\$6,432, as receipts totaled \$2,460

- No Discussion

### F. Financial Secretary

- No Discussion

### G. Auditor

- The audit is currently underway, we are uncertain when it is due to be completed at this time.

### H. Communications

- Please anticipate what will be needed for the week after we return from winter break for the weekly email.

### I. Parliamentarian

- Four of the five necessary members of the Nominating Committee have been secured. There are two



## MATES Community Network (MCN)

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additional people who have already been asked to join.

### J. Programs

- The Gems concert went really well. The screen was great and the music was great. The event was very close to a sellout online, but there were a lot of empty seats. There was a way to give up seats online for others to use, but that didn't seem to be utilized. For future planning, the timing of the concert (6-7:30pm) and the time of year (the week after Thanksgiving) made it hard for people to attend.
- At the recent student assembly, Tess did a great job. She was very happy with our facility. The feedback from parents and kids was positive.
- The Winter Art Gallery, STEAM Night, and Women in History events are all coming up back to back. We will need to add an action item to include a one-time budget increase for the Winter Art Gallery to get new table covers.
- STEAM Night does not have a chair. We will most likely have to form a committee of the grade level parents who are in charge of volunteering.
- Women in History planning is underway. We have reached out to the teachers and have dates for the in-classroom presentations.
- Discussion had regarding a potential change to the by-laws to expand the Programs position from 2 to 4 people.

### K. Fundraising

- a. APEX Fun Run Update: \$96,531.05 gross

- APEX was a huge success with \$59,953 going directly to MATES. Discussion had about continuing with APEX for one more year to see if they will improve after all our feedback this year. This year was our most successful fundraising ever, Dr. Walker and the MCN presidents feel that it is appropriate to give APEX an



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	<p>additional year before making any moves to explore a different company. Overall, the timing of the Fun Run was preferable this year.</p> <ul style="list-style-type: none"> <li>• There is no restaurant night fundraiser this month.</li> <li>• The SchoolCents program is still ongoing and they are offering 4X the points this month. We need ideas to promote the program, hoping for additional social media posts. We will be planning a restaurant night at the mall in the future.</li> <li>• We are planning a Parents Night Out at Victory Gymnastics in February.</li> <li>• We will start planning the Gala in January.</li> <li>• Possibly looking at a Restaurant Night at Dave &amp; Busters for January.</li> </ul>	
<b>L. Volunteer Coordinator</b>	<ul style="list-style-type: none"> <li>• No Discussion</li> </ul>	
<b>M. PR/Social Media</b>	<ul style="list-style-type: none"> <li>• Interactions are up and we have gotten good feedback on the reels.</li> <li>• The Social Media team will have teachers take photos "inside a box" (per the latest social media trend) and they will be posted over Winter Break.</li> <li>• Planning to create a highlight video for kids to talk about Heart of the Eagle</li> <li>• Thank you all for contributing photos to the shared album.</li> </ul>	
<b>N. Technical Advisor</b>	<ul style="list-style-type: none"> <li>• No Discussion</li> </ul>	
<b>O. Alumni Advisor</b>	<ul style="list-style-type: none"> <li>• The class of 2023 hosted their annual Friendsgiving and the class of 2024 had a reunion.</li> <li>• Alumni parents have been asking about what the next activity will be for students to come back to MATES and volunteer.</li> <li>• Next month we will start planning the Senior Walk for the class of 2018.</li> </ul>	



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### V. NEW BUSINESS

- Robert Wain-Ku announced that he and his family will be moving to the Netherlands in January. He is very sad to leave this community but excited for this new adventure.

### VI. ONGOING BUSINESS

### VII. ADJOURNMENT

#### Meeting Adjourned

- 7:07 pm

#### Minutes Compiled by

- Katie Wade