



**MCN Executive Board Meeting**  
**Date: November 13, 2024; Time: 6:30 pm**  
**Location: MATES MPR**

| ATTENDANCE  |  |  |
|---|--|--|
| <b>Present:</b><br>President: Robert Wain-Ku, Caitlin Shrum<br>Programs: Jennifer Steinert<br>Fundraising: Nancy Melgar, Jessica Ng<br>Communications: Devaki Winick<br>PR/Social Media: Jennifer Howard, Ashley Ramstead<br>Treasurer: Kenton Sowell<br>Financial Secretary: Shannon Savage-Howie<br>Secretary: Katie Wade, Lucia Bartlett<br>Parliamentarian: Melanie Herrera<br>Volunteer Coordinator: Tamara Summers<br>Technical Advisor: Janey Choplin<br>Executive Director: Kristen Walker<br>Assistant Director: Reneé Dake<br>MATES Board Member: Stacey Foster | <b>Absent:</b><br>Programs: Lori Allen<br>Fundraising: Jessica Ng<br>Communications: Veronica Shuler<br>Auditor: Justin Flam<br>Parliamentarian: Arezou Zaidi<br>Volunteer Coordinator: Lyndsay Rosen<br>Teacher Representative: Denise Bain<br>Alumni Advisor: Nadia Hefni Foster |  |
| Agenda Item   | Discussion/Recommendations   | Status   |
| <b>I. OFFICIAL OPENING OF THE MEETING</b>   |  |  |
| A. Call to order<br>B. Establishment of Quorum<br>C. Mission Statement  | <ul style="list-style-type: none"> <li>At 6:31 PM by Caitlin Shrum</li> <li>Yes</li> <li>Read aloud by Robert Wain-Ku</li> </ul>   |  |
| <b>II. APPROVAL OF THE MINUTES</b>  |  |  |
| A. <b>Action Item:</b> Vote to approve minutes from October 9, 2024 MCN Executive Board Meeting<br><br>B. <b>Action Item:</b> Vote to approve minutes from the October 25, 2024 MCN Executive Board Special Meeting   | <ul style="list-style-type: none"> <li>No Discussion</li> <li>No Discussion</li> </ul>   | Motion Carried & Approved<br><br>Motion Carried & Approved |
| <b>III. FINANCIAL</b>   |  |  |
| A. <b>Action Item:</b> Vote to approve October payments totalling \$13,554<br><br>B. <b>Action Item:</b> Vote to approve October deposits totalling \$31,177  | <ul style="list-style-type: none"> <li>No Discussion</li> <li>No Discussion</li> </ul>   | Motion Carried & Approved<br><br>Motion Carried & Approved |



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

- No Discussion

Motion Carried  
& Approved

### IV. REPORT OF OFFICERS

#### A. President

- Our next meeting will take place at 6PM to accommodate the holiday dinner. We will go to Naughty Pine after the meeting at 7PM. Food is TBD. Secret Santa idea was proposed; plan to bring a wrapped gift \$15-20 for a gift exchange if interested.
- Movie Night was a great success.
- The book fair was very successful, awaiting final numbers.

#### B. Executive/Assistant Director

- The Book Fair was very successful.
- Movie Night was great.
- The Halloween Costume party was really fun.
- Apex is off to a good start. The lessons correspond really well with the MATES Core Values this year.
- We are starting school tours tomorrow. We will need MCN volunteers for January and February tours.
- Thank you for the October Teacher Gift Donation. Money used went towards the following:
  - Viewsonic stand: \$500.00
  - Friday Focus (Sparks - Pixton): \$24.99
  - Walkis-talkies: \$2,625.04
  - Computer monitors: \$1,740.94
  - **Total: \$4,917.97**



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|-------------------------------|--|--|
| <b>C. MATES Board Member</b>  | <ul style="list-style-type: none"> <li>• Thank you for Movie Night.</li> <li>• The Book Fair was great.</li> </ul>   |  |
| <b>D. Staff</b>               | <ul style="list-style-type: none"> <li>• No Discussion</li> </ul>  |  |
| <b>E. Treasurer</b>           | <ul style="list-style-type: none"> <li>• The auditor has prepared the tax filings. They have asked us to provide them with the value of the large ticket items from last year's auction. The treasurer is working with fundraising to gather estimates of value for these items. We are in good shape to get the filings completed.</li> </ul> |  |
| <b>F. Financial Secretary</b> | <ul style="list-style-type: none"> <li>• If check requests can be submitted prior to the day of the executive meetings, this will be most helpful to process check requests.</li> <li>• Please notify Shannon if/when you put a check request into the office.</li> </ul>  |  |
| <b>G. Auditor</b>             | <ul style="list-style-type: none"> <li>• No Discussion</li> </ul>  |  |
| <b>H. Communications</b>      | <ul style="list-style-type: none"> <li>• The question was asked if the day that the school was closed due to the winds/electricity will have to be made up at the end of the year. Dr. Walker responded that the proper paperwork was filed to declare the closure an emergency situation which will not need to be made up.</li> </ul>        |  |
| <b>I. Parliamentarian</b>     | <ul style="list-style-type: none"> <li>• The flyer was put out for the Nomination Committee and we have 2 people already interested. Please email the parliamentarian if you have interest in returning to MCN executive Board next year.</li> </ul>   |  |
| <b>J. Programs</b>            | <ul style="list-style-type: none"> <li>• Movie Night was amazing. Molly Salmon was the chair and deserves a lot of credit for the success. The grade level volunteering worked out really well.</li> <li>• Debbie Godfrey is coming Tuesday from 6:30-7:30PM to discuss positive parenting. It will also be offered on Zoom.</li> </ul>        |  |



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|--|--|---------------------------|
|  | <ul style="list-style-type: none"> <li>Concert series is coming up December 5, 2024. Once people click on the link or QR code it will lead them to EventBrite to select and reserve seats.</li> <li>Dr. Jessica Hochman is available to come for a parent empowerment workshop that could function as a Q&amp;A with a central topic. Details are still pending.</li> </ul>                                  |                           |
| <b>K. Fundraising</b>  | <ul style="list-style-type: none"> <li>The Book Fair was awesome. Final numbers are pending.</li> <li>The last few restaurant nights have been very well attended. The numbers have been much higher this year, largely in part to our social media feed.</li> <li>The Direct Donation Hearts are all up on the fences and they look great.</li> <li>Sponsors are all set up for upcoming events.</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>This is a busy week coming up with Apex and restaurant night.</li> <li>Discussion regarding ok to post the Nomination Committee flyer on social media.</li> </ul>   |                           |
| <b>N. Technical Advisor</b>  | <ul style="list-style-type: none"> <li>The Facebook issue we previously had with ownership of the account has been resolved.</li> </ul>  |                           |
| <b>O. Alumni Advisor</b>   | <ul style="list-style-type: none"> <li>We had a wonderful alumni turnout for volunteers at Movie Night.</li> </ul>   |                           |
| <b>V. NEW BUSINESS</b>   |  |                           |
| <b>A. Action Item:</b> Vote to amend the agenda to add an action item for Social Media.  | <ul style="list-style-type: none"> <li>No Discussion</li> </ul>  | Motion Carried & Approved |
| <b>B. Action Item:</b> Vote to approve the request to post a flyer for a Non-MCN restaurant night on social media for a MATES family member in need. | <ul style="list-style-type: none"> <li>No Discussion</li> </ul>  | Motion Carried & Approved |



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### VI. ONGOING BUSINESS

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### VII. ADJOURNMENT

#### Meeting Adjourned

- 7:42 pm

#### Minutes Compiled by

- Katie Wade