



MCN Executive Board Meeting
Date: February 12, 2025; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Caitlin Shrum, Lainie Donnell Programs: Jennifer Steinert Fundraising: Nancy Melgar, Jessica Ng Communications: Veronica Shuler PR/Social Media: Ashley Ramstead Treasurer: Kenton Sowell Financial Secretary: Shannon Savage-Howie Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Melanie Herrera, Arezou Zaidi Technical Advisor: Janey Choplin Executive Director: Kristen Walker Assistant Director: Renée Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster Alumni Advisor: Nadia Hefni Foster		
Absent: Programs: Lori Allen Communications: Devaki Winick PR/Social Media: Jennifer Howard Volunteer Coordinator: Lyndsay Rosen, Tamara Summers		
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none">At 6:38 PM by Caitlin ShrumYesRead aloud by Dr. Walker	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from January 14, 2025 MCN Executive Board Meeting	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve January 2025 payments totalling \$13,457.40 B. Action Item: Vote to approve January 2025 deposits totalling \$294.12	<ul style="list-style-type: none">No DiscussionNo Discussion	Motion Carried & Approved Motion Carried & Approved



C. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of February 2025.

- No Discussion

Motion Carried & Approved

IV. REPORT OF OFFICERS

<p>A. President</p> <p>a. Discussion about MCN Executive Board Positions</p> <p>b. Discussion about editing MCN bylaws</p>	<ul style="list-style-type: none">• Thank you to Programs for a wonderful Winter Art Gallery• Welcome to our new president Lainie Donnell• The burden of Programs and Fundraising is an age-old problem for MCN. We don't want to add more people and make the MCN bigger and bigger. The goal is to have a bigger <i>community</i> involvement - that is why MCN events have "chairs" (non-board members) to help run them. The idea being presented now is to include a non-voting 3rd person to the Programs and Fundraising positions (this exists for the Presidents' role already).• We need to change and streamline the transition process for all positions on the MCN.• Plan to review the potential updates to the bylaws and give feedback.	
<p>B. Executive/Assistant Director</p> <p>a. Review the MATES Supporting Organization Policy</p>	<ul style="list-style-type: none">• The Supporting Organization Policy is up for review. We are looking for revisions or edits. The Policy is posted in Slack and will be reviewed at the next Board Meeting on 3/17. Please submit comments to the MCN president via email by the end of February.	



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	<ul style="list-style-type: none">• Thank you to Lainie Donnell for jumping in and helping out the MCN, we are glad to have you back.• The Talent Shows were amazing and widely enjoyed by all• School Tours are in effect, the last is next week. We appreciate all the MCN support. Open enrollment ends 2/21, please remember to submit all returning student forms.• The Winter Art Gallery was incredible. Thank you to everyone for the time put into the event.• Climate Survey results are back and were discussed in the PAC meeting last night. The number one answer for "What do you value most at MATES?" was "The Community" - big thanks to MCN for all of the hard work you do to create "the community".• Looking forward to STEAM Night.	
C. MATES Board Member	<ul style="list-style-type: none">• We will not have a Board Member at the next meeting because the Board Members will be at a conference.	
D. Staff	<ul style="list-style-type: none">• We took our first field trip via bus thanks to the MCN funds. The bus transportation helped alleviate a lot of stress off the teachers.• Thank you to the Social Media team for posting about the missions and overall supporting the teachers.• Some of the staff recently went to a conference thanks to MCN funds - we will be sharing what we learned with other staff soon.	
E. Treasurer	<ul style="list-style-type: none">• No Discussion	
F. Financial Secretary	<ul style="list-style-type: none">• No Discussion	
G. Auditor	<ul style="list-style-type: none">• There are still some items to clean up on the audit. Because Robert Wain-Ku left mid term, we may	



	<p>need to audit the month of January (he was a check-signing member of the board and all check requests therefore need to be audited).</p> <ul style="list-style-type: none">• Some of the processes are really antiquated with the audit process and maybe, moving forward, we can move to a more electronic system.• The preliminary audit report is complete; we will need to amend the agenda in March to reflect adjustments from past agendas.	
H. Communications	<ul style="list-style-type: none">• We will be sending out the Climate Survey.	
I. Parliamentarian	<ul style="list-style-type: none">• The NomCom is meeting tomorrow. There have been many emails of interest sent and received. Please let us know if you have any candidates in mind.	
J. Programs	<ul style="list-style-type: none">• The Winter Art Gallery was amazing. We had 204 students in attendance. We had many volunteers - both parents and middle school alumni. We also had Westlake High School and CLU volunteers.• Women in History has already started with 28 students signed up. The performance is scheduled for March 26th.• STEAM Night is coming up. We have 18 community vendors scheduled to attend. We have extended the deadline for projects. We are getting sign-ups finalized for volunteer spots and social media will start ramping up posts to advertise. This year we have Battle Bots coming, which should be very exciting. Mouthful Eatery will be taking orders for dinners.• The Family Dance is coming up soon, Lyndsay Poole is our chair for the event.• On April 4th, the NED show will be coming to do a student assembly. They do yo-yo tricks and every	



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student will be receiving a yo-yo. It is a pay-it-forward assembly and we will get to pick a school to get the assembly for free after us.

K. Fundraising	<ul style="list-style-type: none">Parents Night out at Victory went well. There were 86 students in attendance. The total amount raised was \$1720.Restaurant Night for February will be at The Stand on 2/25/25.The planning has started for the Benefit Dinner. We welcome ideas for auction donations. Save the Dates will be out soon.	
L. Volunteer Coordinator	<ul style="list-style-type: none">No Discussion	
M. PR/Social Media	<ul style="list-style-type: none">We are up to 70% insightsAny SignUp Genius can be added to the LinkTree - please send if you need one uploaded.	
N. Technical Advisor	<ul style="list-style-type: none">No Discussion	
O. Alumni Advisor	<ul style="list-style-type: none">We have finalized the date for the Senior Walk - it will be held June 5th. This will be our 3rd annual Senior Walk.We are promoting upcoming needs for volunteers with alumni.	
V. NEW BUSINESS		
A. Secretary Reminders about agenda items	<ul style="list-style-type: none">Please submit all items that you need to discuss and/or action items before upcoming meetings. The agenda is meant to be for the community (it is posted online and in the MPR) so that we are being transparent with the community about the business taking place during the MCN Meetings.	
VI. ONGOING BUSINESS		
VII. ADJOURNMENT		



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Meeting	2000 La Granada Dr. Thousand Oaks, CA 91362	
Adjourned	<ul style="list-style-type: none">• 7:35pm	
Minutes Compiled by	<ul style="list-style-type: none">• Katie Wade	