



MCN Executive Board Meeting
Date: January 14, 2025; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Robert Wain-Ku, Caitlin Shrum Programs: Lori Allen Fundraising: Nancy Melgar, Jessica Ng Communications: Devaki Winick, Veronica Shuler PR/Social Media: Ashley Ramstead Financial Secretary: Shannon Savage-Howie Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Arezou Zaidi Volunteer Coordinator: Tamara Summers Executive Director: Kristen Walker Assistant Director: Renée Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster Alumni Advisor: Nadia Hefni Foster		Absent: Programs: Jennifer Steinert PR/Social Media: Jennifer Howard Treasurer: Kenton Sowell Auditor: Justin Flam Parliamentarian: Melanie Herrera Volunteer Coordinator: Lyndsay Rosen Technical Advisor: Janey Choplín
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order B. Establishment of Quorum C. Mission Statement	<ul style="list-style-type: none">At 6:32 PM by Caitlin ShrumYesRead aloud by Robert Wain-Ku	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from December 11, 2024 MCN Executive Board Meeting	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve December expenditures totalling \$1,409. B. Action Item: Vote to approve December deposits totalling \$58,009. C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of January 2025.	<ul style="list-style-type: none">No DiscussionNo DiscussionNo Discussion	Motion Carried & Approved Motion Carried & Approved Motion Carried & Approved

**IV.
REPORT OF OFFICERS**

A. President a. Action Item: Vote to approve refunding the donation from the Bien Family in the total of \$1350.00	<ul style="list-style-type: none">• A family enrolled at MATES opted to leave the school and is requesting a refund of their direct donation and heart: \$1200 for Benefit Dinner sponsorship and \$150 heart donation for fence.• If tax statements have been sent, one will need to be reissued to this family.• In the future, we will need to create wording on all paperwork to indicate that donations are non-refundable.	Motion Carried & Approved
B. Executive/Assistant Director	<ul style="list-style-type: none">• Thank you for your flexibility as we navigate power outages at school.• We are looking forward to the talent show. K-1 will be this Friday 1/17/25, grades 2-3 Wednesday 1/22/25, and grades 4-5 Wednesday 1/29/25.• Winter Art Gallery is coming 2/6/25.• Thanks to MCN donations, we will be piloting using buses for the upcoming field trips: 4th grade to the Santa Barbara Mission and the 2nd grade field trip• We are looking forward to a happy new year outside of the current wind event we are in.• Thank you for the December Teacher Gift Donation. Money used went towards the following:<ul style="list-style-type: none">○ Psychologist Room: \$42.85○ PE Supplies: \$117.53○ Friday Focus (Shen): \$25.70○ Total: \$186.08	
C. MATES Board Member	<ul style="list-style-type: none">• No Discussion	



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D. Staff		
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	<ul style="list-style-type: none">• Thank you for the MCN funds allowing us to pilot buses for our upcoming field trips. This will potentially save the staff a lot of time and effort.• 7 staff members are headed to a conference in Las Vegas next week thanks to donated MCN Funds.• We are all looking forward to the Winter Art Gallery.	
E. Treasurer	<ul style="list-style-type: none">• No Discussion	
a. Ending Cash as of December 31, 2024 was \$123,852		
F. Financial Secretary	<ul style="list-style-type: none">• No Discussion	
G. Auditor	<ul style="list-style-type: none">• The audit is about 95% complete. A needs list was sent to the treasurer. Plan to present the audit at the next meeting.	
H. Communications	<ul style="list-style-type: none">• No Discussion	
I. Parliamentarian	<ul style="list-style-type: none">• No Discussion• Article V, section IV of the bylaws states if 2 co-presidents are both leaving the position at the same time there can be a 3rd non-voting "mentor" position added for the incoming board. Should we consider adding that same "mentor" position for programs and fundraising?<ul style="list-style-type: none">○ Discussion whether this can be added to the bylaws this year○ Discussion whether these roles should be shared among 3 people	Motion Approved & Carried



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instead of including an advisor.

- This needs to be an ongoing discussion.

J. Programs

a. **Action Item:** Vote to approve an increase of the Winter Art Gallery budget item to \$1200

- This is a one time budget adjustment to allow the covers for the tables to be remade this year.

Motion Carried & Approved

- The Talent Show is coming up - asking for MCN to fill volunteer positions. The changes in the dates of the Talent Show have created holes in the volunteer spots that grade-level parents are unable to fill.
- The Winter Art Gallery is coming up. We have 5 or 6 artists confirmed already.
- STEAM is one month after the Winter Art Gallery. There is currently no chair for that program, still hoping for someone to take charge.

K. Fundraising

- Victory Gymnastics has changed the way they manage their fundraising nights. They charge \$30/child and give 60% back to the organization. Victory handles all aspects. Juice and pizza will be provided by the MCN sponsors and Victory will give us 10% back. We have 2 - \$1000 sponsors, we could offer to offset the \$30/child by providing the additional \$10 to keep the cost the same as last year? If we decide to offset the cost and pay Victory \$10/child, we will need to issue a new contract and hold a special meeting for approval.
- We are meeting with School Cents Program on Thursday to discuss our progress.



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L. Volunteer Coordinator

- No Discussion

M. PR/Social Media

- Please remember to text us with anything you need posted to social media.

N. Technical Advisor

- No Discussion

O. Alumni Advisor

- Should we formalize the sign up process for alumni at the middle schools to volunteer? Programs could give a rough head count to the alumni advisor and it can be forwarded to the middle schools.
 - Programs loves this idea and we will take steps to formalize the sign up process for alumni.

V. NEW BUSINESS

A. Action Item: Vote to approve the nomination of Lainie Donnell as Co-President for the remaining 2024/2025 school term.

- Lainie has previously served as president and is happy to jump back in and help. This will be ratified at the next GMM.

Motion Carried & Approved.

B. Action Item: Vote to approve that future fundraising will include verbiage that all donations are non-refundable.

- No discussion

Motion Carried & Approved.

VI. ONGOING BUSINESS

VII. ADJOURNMENT

Meeting Adjourned

- 7:32pm

Minutes Compiled by

- Katie Wade