



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: Reneé 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 Choplin
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	• At 6:32 PM by Caitlin Shrum	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read 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	• No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve December expenditures totalling \$1,409.	• No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve December deposits totalling \$58,009.	• No Discussion	Motion Carried & Approved
C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of January 2025.	• No Discussion	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

- 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

- 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:
 - Psychologist Room: \$42.85
 - PE Supplies: \$117.53
 - Friday Focus (Shen): \$25.70
 - **Total: \$186.08**

C. MATES Board Member

- No Discussion



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D. Staff	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <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 a. Ending Cash as of December 31, 2024 was \$123,852	<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"> • 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 a. Action Item: Amend Agenda to add an action item to approve the nominating committee: Nikki Wikstrom, Alison Rivera, Candice Santos, Thuan-Hau Trinh, with alternate Jelyn Lu.	<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 	<p>Motion Approved & Carried</p>



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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.
- 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.

Motion Carried & Approved

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	<ul style="list-style-type: none">No Discussion	
M. PR/Social Media	<ul style="list-style-type: none">Please remember to text us with anything you need posted to social media.	
N. Technical Advisor	<ul style="list-style-type: none">No Discussion	
O. Alumni Advisor	<ul style="list-style-type: none">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.<ul style="list-style-type: none">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.	<ul style="list-style-type: none">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.	<ul style="list-style-type: none">No discussion	Motion Carried & Approved.
VI. ONGOING BUSINESS		
VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none">7:32pm	
Minutes Compiled by	<ul style="list-style-type: none">Katie Wade	