



Executive Board Meeting
Date: July 16, 2025; Time: 5:30 pm
Location: MCN president's house

- I. OFFICIAL OPENING OF MEETING
 - A. Call to Order
 - B. Establishment of Quorum
 - C. Mission Statement

The purposes of this corporation are to provide the following at MATES, in collaboration with the MATES' Administration and Board of Directors:

- Encourage a sense of community between students, families, and school.
- Provide enrichment of students' educational experiences through programs and events.
- Raise funds to support the educational mission and goals of MATES.
- Support the teachers and staff through needed purchases.
- Promote and encourage community service among the students and families through school-wide and community-wide projects and activities.

- II. APPROVAL OF THE MINUTES
 - A. **Action Item:** Vote to approve minutes from the June 4, 2025 MCN Executive Board Meeting

- III. FINANCIAL
 - A. **Action Item:** Vote to approve June payments totaling \$127,904.00
 - B. **Action Item:** Vote to approve June deposits totaling \$7,915.00

- IV. REPORTS OF OFFICERS
 - A. Presidents' Report:
 - i. Update: First Day of School Supplies: 2025 Kits Sold: 125, (last year 2024) sold 135
 - ii. Appointment of Arezou Zaidi and Shannon Savage-Howie to Parliamentarian
 - iii. Appointment of Nadia Hefni Foster and Kerri Grader to Alumni Advisor
 - iv. MCN Shirt Design
 - v. Art @ Lunch Shirt Design
 - vi. BTSB Tote
 - vii. Review Binders:
 1. Calendar of Events
 2. Meeting Dates
 3. Standing Rules and By-laws
 - B. Executive/Assistant Director
 - C. MATES Board Member



- E. Treasurer
 - i. Discuss changing the key Executor for the MCN account at Wells Fargo.
 - 1. **Action Item:** Vote to remove Kent Sowell as signer on the MCN bank account at Wells Fargo.
 - 2. **Action Item:** Vote to add Dayna Baldrige as the signers on the MCN bank account at Wells Fargo.
 - 3. **Action Item:** Remove Zelle from Wells Fargo account
 - ii. Discuss expectations for new treasurer such as turnaround time for reimbursements, who is signing the checks, etc.
- F. Communications
 - i. Discuss back to school bash flyers for totes
 - ii. Review comms approval process
- G. Auditor
 - i. Update to date
- H. Parliamentarian
- I. Day Programs
 - i. Discuss time and planning details for teacher luncheon.
 - ii. Boohoo yahoo – who can help with 1st day of school food set up
 - iii. Discuss details for back to school bash – programs tabling
 - iv. Discuss assemblies – possible assembly dates
 - 1. BMX
 - 2. Laser Show
 - 3. Child Development
 - 4. Healthy eaters – Ilana Muhlstein
- J. Night Programs
 - i. Discuss Welcome Back Social Venue Options
- K. Fundraising
 - i. New strategy for back to school fundraising on campus
 - ii. Discuss bags and gift ideas
 - iii. Discuss Check request process and out of pocket/Discuss Sponsorship Levels/Package for Approval
 - iv. Bake sale for fundraising
- L. Volunteer Coordinator
 - i. Executive Board volunteers for MATES mentor programs
 - ii. Summer park play dates
- M. PR/Social Media
 - i.
- N. Technical Advisor
 - i.
- O. Alumni Advisor
 - i. Review program schedule for alumni volunteer needs
 - ii. Senior Walk 2025 Debrief
- V. NEW BUSINESS



MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

VI. ONGOING BUSINESS

VII. ADJOURNMENT