



Executive Board Meeting
Date: August 6, 2025; Time: 6:30 pm
Locations: Mates MPR

- 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 July 16 MCN Executive Board Meeting

- III. FINANCIAL
 - A. **Action Item:** Vote to approve July payments totalling \$1,933.52
 - B. **Action Item:** Vote to approve July deposits totalling \$600
 - C. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of July 2025
 - D. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of August 2025

- IV. REPORTS OF OFFICERS
 - A. Presidents' Report:
 - i. Appointment of Shannon Savage-Howie to Parliamentarian
 - ii. Appointments of Arezou Zaidi to Parliamentarian
 - iii. Appointment of Nadia Hefni-Foster to Alumni Advisor
 - iv. Appointment of Kerri Graver to Alumni Advisor
 - v. **Discuss** kinder round up - sign ups for MCN booth and marketplace
 - vi. **Discuss** Back to School Bash
 - 1. **Review** new Back to School Bash tote
 - vii. Pass out 25-26 budget
 - B. Executive/Assistant Director
 - C. MATES Board Member
 - D. Staff
 - E. Treasurer
 - i. Check request process/procedures suggestions



- F. Communications
 - i. Review approval procedure
 - ii. Upcoming flyers
- G. Auditor
 - i. Presentation of final audit report for FYE 6-30-2025.
- H. Night Programs
 - i. **Action Item:** Approve Selvins contract for Welcome Social, Family Movie Night update.
- I. Daytime Programs
 - i. Student Assemblies
 - 1. Dr. Walker ok'd BMX and Laser Show assemblies. Choosing dates Wednesday 8/6 morning.
 - ii. Discuss if treasurer could purchase food for teacher luncheon and boohoo yahoo using MCN debit card?
 - iii. Run Club Chair still needed. Check to see if anyone has any leads?
- J. Fundraising
 - i. Bookkeeping/money management assistance for fundraising
 - ii. MATES hat gift idea for \$250 donations (will be under the required \$7)- also using it as gift for major donations (\$500+)
 - iii. Dave and Buster's fundraising night for September
 - iv. Better direct donation tracking option for classes- let's revamp the google form
 - v. **Discuss:** Another option for popsicle party (top class funds raised for each grade) free dress day?
- K. Volunteer Coordinator
 - i. MATES park play date recap
 - ii. Room Parent plan 2025/2026
 - iii. Kinder Round Up Volunteers
- L. PR/Social Media
- M. Technical advisor
- N. Alumni advisor
- V. NEW BUSINESS
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT