



## Executive Board Meeting

Date: September 10, 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 September 3, 2025 MCN Special Executive Board Meeting
- B. **Action Item:** Vote to approve minutes from the August 6, 2025 MCN Executive Board Meeting

### III. FINANCIAL

- A. **Action Item:** Vote to approve deposits totaling \$337.36 for month ending August 31, 2025
- B. **Action Item:** Vote to approve expenses totaling \$13,175.19
- C. **Action Item:**Vote to release funds for the monthly cash gift of \$300 to the school for the month of September 2025

### IV. REPORTS OF OFFICERS

- A. Presidents' Report:
  - i. Welcome to our new board members, Carrie Dockery and Alisa Bertram!
  - ii. BTSB
  - iii. Whole Heart Scholarship
  - iv. **Action Item:** Approve commitment to 1st Day School Supplies for 2026/2027 school year.
- B. Executive/Assistant Director
- C. MATES Board Member



- D. Staff
  - E. Treasurer
  - F. Financial Secretary
  - G. Communications
  - H. Auditor
  - I. Parliamentarian
  - J. Evening Programs
    - i. **Action Item:** Vote to approve Fun Flicks contract for Family movie night
  - K. Daytime Programs
    - i. Parent assembly confirmed for 12/4 at 6pm at Honey and Herb
      - 1. Working on save the date flyer and sign up with chairs
      - 2. Ordered a microphone and speaker for off site events for MCN.
    - ii. Music Day - October 3rd : Working with Mr. LaGuardia
    - iii. First week of Art at Lunch, Language at Lunch and Run Club
    - iv. Earth Day - School Beautification
  - L. Fundraising
    - i. **Action Item:** Vote to approve contract for family photo days/Lyfe Photo's by Mary
    - ii. Discussion: Restaurant night at Handel's Ice Cream on Monday, October 13th from 3pm-10pm, 20% back
    - iii. Discussion: opportunity drawing ideas for week of 9/15, 9/22 for direct donation (parking spot for one day at school pickup?)
  - M. Volunteer Coordinator
    - i. Room Parent Update
  - N. PR/Social Media
    - i. Request to utilize social budget to purchase paid version of an app for reels.
  - O. Technical advisor
  - P. Alumni Advisor
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- V. NEW BUSINESS
  - VI. ONGOING BUSINESS
  - VII. ADJOURNMENT