



## Executive Board Meeting

Date: September 10, 2025; Time: 6:30 pm

Location: MATES MPR

| ATTENDANCE  |  |                           |
|---|--|---------------------------|
| <b>Present:</b><br>President: Veronica Shuler, Caitlin Shrum<br>Night Programs: Nancy Melgar<br>Daytime Programs: Rebecka Wolowitsch-Hill, Lauren T. Zurian<br>Fundraising: Lyndsay Rosen<br>Treasurer: Danya Baldridge<br>Secretary: Courtney Grosslight, Parul Seghal<br>Financial Secretary: Mo Karimnia<br>Volunteer Coordinator: Tamara Summers, Lindsey Flam<br>Technical Advisor: Janey Choplins<br>MATES Board Member: Stacey Foster<br>Auditor: Justin Flam<br>Communications: Lori Allen, Thuan-Hau Trinh<br>PR/Social Media: Ashley Ramstead, Carrie Dockery<br>Parliamentarian: Arezou Zaidi, Alisa Bertram<br>Executive Director: Kristen Walker<br>Assistant Director: Renée Dake |  |                           |
| <b>Absent:</b><br>Night Programs: Rachel Adams<br>Fundraising: Jessica Ng<br>Alumni Advisor: Nadia Hefni Foster, Kerri Graver<br>Programs Advisor: Jenn Steinert  |  |                           |
| <b>I. OFFICIAL OPENING OF THE MEETING</b>   |  |                           |
| A. Call to order<br>B. Establishment of Quorum<br>C. Mission Statement  | <ul style="list-style-type: none"><li>At 6:33 PM by Caitlin Shrum</li><li>Yes</li><li>Read aloud by Dr. Walker</li></ul> |                           |
| <b>II. APPROVAL OF THE MINUTES</b>  |  |                           |
| A. <b>Action Item:</b> Vote to approve minutes from the September 3, 2025 MCN Executive Board Special Meeting Meeting   | <ul style="list-style-type: none"><li>No Discussion</li></ul>  | Motion Carried & Approved |
| B. <b>Action Item:</b> Vote to approve minutes from the August 6, 2025 MCN Executive Board Meeting  | <ul style="list-style-type: none"><li>No discussion</li></ul>  | Motion Carried & Approved |



## 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

- No Discussion

Motion Carried & Approved

- No Discussion

Motion Carried & Approved

Motion Carried & Approved

## IV. REPORT OF OFFICERS

## A. President

- a. Welcome to our new board members, Carrie Dockery and Alisa Bertram!

- thank you everyone! Thank you comms - people loved the pamphlet and people loved the tote

- b. BTSB

- Timeline is to inform alumni in January scholarship is coming, applications due in March, announce winner in June, 3 winners and application available - includes a letter of recommendation

- We will need to create a committee to select winners of the scholarship - graciously Mrs. Bain volunteered to run committee (will talk to Ruth and Kerri Graver)
  - Volunteers: Lori Allen, Danya Baldridge, Alisa Bertram
- What does it require? TBD on how many applicants, but read



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|  | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <p>applications (with personal info redacted) so review essay</p> <ul style="list-style-type: none"><li>• Committee will pick 3 winners</li><li>• Would need to not be personal check because we can't pay people directly as a charitable org</li></ul>   |                                    |
| <p>d. <b>Action Item:</b> Approve commitment to 1st Day School Supplies for 2026/2027 school year.</p> | <ul style="list-style-type: none"><li>• they want to know we'll participate - FYI as context</li></ul>  | <p>Motion Approved and carried</p> |
| <p><b>B. Executive/Assistant Director</b></p>  | <ul style="list-style-type: none"><li>• Thank you for the help at BTSB - nice for welcoming presence<ul style="list-style-type: none"><li>◦ Totes were cute!</li></ul></li><li>• Thanks for staff luncheon - its the one day of the school year ALL staff on campus together - so everyone there and eating together was really a treat - THANK YOU</li><li>• Boohoo yahoo coffee was so successful - lots of connecting - thank you!</li><li>• Volunteer orientation is tomorrow 9/11 - Dr Walker will introduce MCN and volunteer opportunities<ul style="list-style-type: none"><li>◦ Can zoom/in person</li></ul></li><li>• Looking forward to welcome social and connect with families</li><li>• Mrs. Dake - THANK YOU ALL</li><li>• MCN donations - funds spent on 2 new laptops for teachers and 1 for admin</li></ul> |                                    |



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|                              | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>○ Got new touchscreen for room 12 and now the class room projection is in the staff room and old staff room TV now a digital board</li><li>○ Class set of laptops (try to do it annually) goes to computer lab and the computer lab goes to the classrooms</li><li>○ Bought playground and PE equipment</li><li>○ Core values awards will be eagles squishes</li><li>○ Safety app used with the staff and practiced with it during fire drill this week</li><li>○ Promote this so people know how funds are spent and used for how we do open house video to share how our money is spent/what is paid for during school year - keep a running list/photos will make end of year plans easier</li></ul> |  |
| <b>C. MATES Board Member</b> | <ul style="list-style-type: none"><li>● THANK YOU to all - extra sales in market place and all of BTSB - boohoo yahoo was great</li><li>● Looking forward to welcome social</li><li>● Board committee starting - if interested in joining please do! The work in how the school functions so sign up</li></ul>   |  |
| <b>D. Staff</b>              | <ul style="list-style-type: none"><li>● Not much yet - thank you for your support!</li><li>● Teachers use all the class funds donated for each students - so thank you for this because not a lot of teachers get that!</li></ul>  |  |



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|                               | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>• Lunch was amazing - teachers loved the snacks and drinks - it was lovely</li><li>• Thank you to great start to the year</li></ul>  |  |
| <b>E. Treasurer</b>           | <ul style="list-style-type: none"><li>• no updates</li></ul>  |  |
| <b>F. Financial Secretary</b> | <ul style="list-style-type: none"><li>• no updates</li></ul>  |  |
| <b>G. Communications</b>      | <ul style="list-style-type: none"><li>• Nice to be back seeing everyone in person!</li><li>• No updates - but if there is a problem on how we request information please let us know - if you noticed the wednesday folder is a bit different with all information of dates on the front so not graphic heavy.. Let us know if this isn't working</li><li>• Thuan-Hau sent email today on what we're looking at the next month - so please let us know</li><li>• New TV bulletin was installed - digital bulletin board and will start having uploads - it is a biweekly shift of content or as Wednesday folder is updated - will require a thumb drive not instant updates</li><li>• Please let comms know if you want to utilize it for any comms</li><li>• When send a flyer request for specific date please let them know what you want for a start date<ul style="list-style-type: none"><li>○ Same for social! If time sensitive send to Ashley/Carrie (Social) too</li></ul></li></ul> |  |
| <b>H. Auditor</b>             | <ul style="list-style-type: none"><li>• no updates</li></ul>  |  |



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| I. Parliamentarian                  |  |                             |
| a. Welcome Alisa!!<br>b. No updates |  |                             |
| J. Evening Programs                 | <ul style="list-style-type: none"><li>• no discussion</li><li>• See everyone at parents night</li><li>• Movie night is going great!</li></ul>  | Motion approved and carried |
| K. Day time Programs                | <ul style="list-style-type: none"><li>• Parent assembly confirmed for 12/4 at 6pm at Honey and Herb</li><li>• Finalized, will be 12/4 6pm at Honey and Herb restaurant - this is a new family at Mates - thank you! Darlene Childress will come and talk about how to be calm and make selves calm to help children - will cater Mendo</li><li>• Google form for attendee (there is a space limitation so must ensure we don't exceed)</li><li>• Will also ask dietary restriction</li></ul><br><ul style="list-style-type: none"><li>i. Working on save the date flyer and sign up with chairs</li><li>• Will follow up offline on where financially we'll place the budget for this material as used for</li></ul> |                             |



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ii. Ordered a microphone and speaker for off site events for MCN.

- Second parents assembly will be 4/17 - details to come

b. Music Day - October 3rd : Working with Mr. LaGuardia

- Moving forward!
- WHS jazz band confirmed attendance - and Dr. Walker has schedule for the day to share
- Will need volunteers for music day - ideally 6 for the day
- We will need set, clean up and photos
  - Will need to know slots, etc. once we have the day
- Music Night: working on the details that night - will work on tickets as will have limited seating

c. First week of Art at Lunch, Language at Lunch and Run Club

- This week! All started! Off to a great start

d. Earth Day - School Beautification

- Alisa is chair (thank you!) Project idea: garden signage and having new seeds to plant for earth day, fresh paint on the lower field handball wall, blacktop painting, fresh paint on chicken coup or new gate around it, MPR adding healthy eater posters related back to what is painted in the garden, refresh kindness rock garden (closer to Feb 18 after the kindness assembly)



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|                       | <p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"><li>○ Rocks for art at lunch near this time</li><li>○ Also a few parents talked to Mrs. Fiss about the garden - some points of view and get in touch with those parents - consider for Focus Friday (Ms. Dosch may take this on)</li><li>○ Connect with Erin Sheppherd (mentioned this at Director's Dialogue)</li><li>● In the MPR create an area for each class so parents can see it - if volunteers want to hang/remove/replace and work with Mrs Bernard, get volunteers. Trying to get art in the community<ul style="list-style-type: none"><li>○ Also getting art in the community - Los Robles Hospital, Mouthful (look at Little Calf)</li></ul></li><li>● Thought starter- Add a bench to the tree by the TK/Kinder area</li><li>● Work with Admin before coming to the board on recommendations on how to beautify - reminder we rent not own so will need to get all approvals prior to bringing it</li></ul> |                             |
| <b>L. Fundraising</b> | <ul style="list-style-type: none"><li>○ <b>Action Item:</b> Vote to approve contract for family photo days/Lyfe Photo's by Mary</li><li>● Contract edit:<ul style="list-style-type: none"><li>● Page 1 Update address</li><li>● Page 2 under services: Correct dates to 10/12 and 10/18</li><li>● Page 2 under Cost: Mates will pay photographer update year 2025</li><li>● Page 5 Signature page: Update Mates address</li></ul></li></ul>   | Motion approved and carried |



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|                                 | <ul style="list-style-type: none"><li>○ Discussion: Restaurant night at Handel's Ice Cream on Monday, October 13th from 3pm-10pm, 20% back</li><li>○ Discussion: opportunity drawing ideas for week of 9/15, 9/22 for direct donation (parking spot for one day at school pickup?)</li></ul>  | 2000 La Granada Dr. Thousand Oaks, CA 91362 |
| <b>M. Volunteer Coordinator</b> | <ul style="list-style-type: none"><li>● New earning experience - will do more promotion add on social</li><li>● Did not get selected for school cents</li><li>● Evaluate Neighborly for future events and restaurant night</li><li>● Kona Ice coming 10/8 and 12/3 out front at pick up</li><li>● In the middle of direct donation - not a lot of participation - only around 13%, but amount is \$17K<ul style="list-style-type: none"><li>○ Strategize all calls and social push and class parents</li><li>○ Put out who is winning/grade push</li></ul></li><li>● Raffle for front row to movie night - can promote to encourage the direct donations</li><li>● Think we can do a giveaway each friday<ul style="list-style-type: none"><li>○ 2 Front row seats to child play (evaluate silent auction)</li></ul></li><li>● New hearts being hung up - will need volunteers to help when we have them (Carrie Dockery will help)</li><li>● Attendance at Dave and Busters was low - can try again. Sometimes we're surprised but hard with a weekday - and that day there was a lot going on - run club/art at lunch/room parent meeting</li></ul> |   |



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| a. Room Parent Update | <ul style="list-style-type: none"> <li>3rd 2000 La Granada Dr. Thousand Oaks, CA 91362</li> </ul>  |
|                       | <ul style="list-style-type: none"> <li>grade now has 3 room parents because so many things to do, and 1 kinder class has 3 - <ul style="list-style-type: none"> <li>Mrs. Roll had 6 room parents volunteers so they had a raffle</li> <li>■ Lots of eager parents! Utilize them for other volunteer capacities</li> </ul> </li> <li>Marketplace and Book fair may be great jumping for these new families</li> <li>Working on all rosters so we can send room parent emails</li> <li>Sent to teachers so they can try to get everyone on it - so they have tshirt sizes for fun run</li> </ul>   |
| N. PR/Social Media    | <ul style="list-style-type: none"> <li>Request to utilize social budget to purchase paid version of an app for reels.</li> </ul>   |
|                       | <ul style="list-style-type: none"> <li>Before Jenn left she used CapCut and evaluated paid version - looking to get funds for paid version because more options to do them - last several videos were on a trial basis and her trial ends at end of the week</li> <li>Paid version is \$179.99 - its within budget so can do this (PRO for this price) with one log in and they share <ul style="list-style-type: none"> <li>Alternative is a teams version but jumps to \$250 <ul style="list-style-type: none"> <li>Agree to share for \$179.99 - Ashey can do mcn email so it can transfer - can manage her budget as necessary</li> </ul> </li> </ul> </li> <li>Welcome Carrie!</li> </ul> |
| O. Technical Advisor  | <ul style="list-style-type: none"> <li>no updates</li> </ul>   |
| P. Alumni Advisor     | <ul style="list-style-type: none"> <li>no updates</li> </ul>   |
| V. NEW BUSINESS       |  |



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- Review By laws: not everyone is a voting member. Look at article V section 1C - need to align if AED, ED and Board votes. Update to make this clear - didn't know she was voting, but yes Parliamentarian is a vote
  - Discuss what this looks like
  - Different opinions if admin votes - may be conflict
  - Need to create clarity and will benefit future board
  - Historically voted on all items
  - Every other year is by law year to update
  - Dr walker/Mrs Dake is 1 vote, teacher is 1 vote
  - Bylaws committee will come together to update/clarify
    - Jenn from board discussed
- Putting together a no photo list

## VI. ONGOING BUSINESS

## VII. ADJOURNMENT

|                     |   |  |
|---------------------|---|--|
| Meeting Adjourned   | <ul style="list-style-type: none"><li>● at 7:32 pm</li></ul>          |  |
| Minutes Compiled by | <ul style="list-style-type: none"><li>● Courtney Grosslight</li></ul> |  |