



MCN Executive Board Meeting
Date: October 8, 2025; Time: 6:30 pm
Location: MATES MPR

| ATTENDANCE | | |
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| <p>Present: President: Veronica Shuler, Caitlin Shrum Evening Programs: Nancy Melgar, Rachel Adams Daytime Programs: Rebecka Wolowitsch-Hill Communications: Thuan-Hua Trinh, Lori Allen PR/Social Media: Ashley Ramstead Treasurer: Danya Baldrige Secretary: Parul Sehgal Financial Secretary: Mo Karimnia Volunteer Coordinator: Lindsey Flam, Tamara Summers Technical Advisor: Janey Choplin Parliamentarian: Arezou Zaidi Alumni Advisor: Kerri Graver Executive Director: Kristen Walker Assistant Director: Reneé Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster</p> | <p>Absent: Daytime Programs: Lauren T. Zurian Fundraising: Lyndsay Rosen and Jessica Ng Programs Advisor: Jennifer Steinert PR/Social Media: Carrie Dockery Auditor: Justin Flam Secretary: Courtney Grosslight Alumni Advisor: Nadia Hefni Foster</p> | |
| Agenda Item | Discussion/Recommendations | Status |
| I. OFFICIAL OPENING OF THE MEETING | | |
| A. Call to order B. Establishment of Quorum C. Mission Statement | <ul style="list-style-type: none"> ● At 6:34 PM by Ms. Shuler ● Quorum was present ● Read aloud by Dr. Walker | |
| II. APPROVAL OF THE MINUTES | | |
| A. Action Item: Vote to approve minutes from the September 10, 2025 MCN Executive Board Meeting B. Action Item: Vote to approve minutes from the September 26, 2025 MCN Executive Board Special Meeting | <ul style="list-style-type: none"> ● No Discussion | Motions Carried & Approved |
| III. FINANCIAL | | |



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| <p>A. Action Item: Vote to approve September 2025 expenditures totaling \$1,880.36</p> <p>B. Action Item: Vote to approve September 2025 deposits totaling \$46,804.39</p> <p>C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of October 2025</p> <p>D. Action Item: Vote to release funds for library cash gift of \$4,000.00</p> | <ul style="list-style-type: none"> ● No Discussion ● No Discussion ● No Discussion ● The total library gift budget is \$8,000, to be issued in two payments of \$4,000 each. Dr. Walker noted that previously, the funds were issued directly to the MATES Library. Under the current process, MCN manages the fair, retains the proceeds, and subsequently provides the cash gift to the library. | <p>All Motions Carried & Approved</p> |
| <p>IV. REPORT OF OFFICERS</p> | | |
| <p>A. President</p> <p>a. Shout out to Evening and Day Programs</p> <p>b. Shout out to Fundraising with the completion of Direct Donation Drive</p> <p>c. Action Item: Vote to approve Bylaws edits</p> <p>d. Action Item: Add line item into budget for whole HEART scholarship of \$1,500.00</p> | <ul style="list-style-type: none"> ● Ms. Shrum expressed gratitude to the Day and Evening Program Chairs for their efforts in organizing the Music Day and Welcome Social events. ● Ms. Shrum also extended appreciation to the Fundraising Team for their successful Direct Donation Drive. ● It was noted that proposed edits to the By-Laws were shared via Slack in advance of the meeting. The revisions are intended to clarify the voting authority of specific positions, particularly that of the Parliamentarian. ● Ms. Shrum provided context regarding the Whole HEART Scholarship. Three \$500 scholarships will be awarded to Westlake High School students. The checks will be sent directly to the respective colleges to ensure the funds are used specifically for educational purposes. | <p>Both Motions Carried & Approved</p> |



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| B. Executive/Assistant Director | <ul style="list-style-type: none">• Dr. Walker commended the Welcome Social, Music Day, and Music Night, noting that the events were well-received by the audiences/attendees. She also extended congratulations to the Direct Donation team for conducting a successful and impactful fundraising drive.• Dr. Walker reported that the TK building was occupied this month, with construction nearly complete. Students have moved in, and the furniture installation is expected to be finished by the end of the week.• Donated funds from MCN have been allocated to support various initiatives, including the purchase of buses for 3rd-grade field trips, Friday Focus expenses (e.g., community library), TK building expenses, and garden maintenance. The total amount of funds expended since August is \$29,630. A detailed list of items purchased using the donated funds was provided and is attached herewith. | |
| C. MATES Board Member (if any) | Ms. Foster expressed gratitude to all involved for their efforts in creating enriching experiences and fostering relationships within the community. She also noted that the Street Fair will be held on October 19, 2025, and that MATES will be participating. | |



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| D. Staff (if any) | Ms. Bain also expressed her thanks to all participants for their contributions. | |
| E. Treasurer | It was noted that check-signing via Slack can be challenging, as notifications are not received unless individuals are specifically tagged, resulting in delays in addressing check requests. Messes. Shrum and Baldrige, along with others involved in respective events, are unable to sign checks to avoid potential self-dealing issues. Ms. Shrum suggested using WhatsApp for messaging to ensure timely attention while alternative solutions are considered. | |
| F. Finance Secretary (if any) | Mr. Karimnia noted that deposits are sometimes placed in lockboxes and sometimes in the MCN box, resulting in funds appearing in different locations. It was emphasized that all deposits should be centralized and placed in the safety deposit box in the Cloffice. | |
| G. Communications | No updates. | |
| H. Auditor | No updates. | |
| I. Parliamentarian (if any) | No updates. | |
| J. Evening Programs a. Welcome Social Recap b. Family Movie Night update | <ul style="list-style-type: none">Ms. Adams provided a recap of the Welcome Social. Photos from the event have been placed in a shared folder, and a digital link has been shared on Slack. Approximately 84–87 families attended, with additional attendees likely who did not sign in. It was noted that three attendees left their tabs open, which were subsequently waived by Selvin's. | |



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| | <ul style="list-style-type: none"> Ms. Melgar provided an update on Movie Night. She noted that voting for Movie Night will take place on Friday, and acknowledged Molly Salmon for serving as the Chair for this event. The grade-level volunteer sign-up sheet has been distributed, and the Mouthful Eatery menu is available for pre-orders. | |
| <p>K. Daytime Programs</p> <ul style="list-style-type: none"> a. Upcoming Student Assembly on October 23, 2025 – StuntMasters BMX Show b. Music Day / Night Recap | <ul style="list-style-type: none"> BMX Show – October 23: The BMX Show, focusing on Safety and Anti-Bullying, has been finalized. Shows are scheduled for 8:15 a.m. and 9:15 a.m. A highlight includes performers jumping over Dr. Walker. Photos and videos are requested, and posters will be distributed to some students. Kindness Quest Laser Show – February 18: Two shows are scheduled at 8:15 a.m. and 9:15 a.m. It was acknowledged that Music Day and Night went well. Appreciation was expressed to all who assisted with the events. High-quality photos and videos were captured, and Ms. Dake requested that the photos be shared on the shared drive. | |
| <p>L. Fundraising</p> <ul style="list-style-type: none"> a) Direct Donation Drive Total Update b) Dave and Busters Raised Amount Update c) November Restaurant Night location and date | <ul style="list-style-type: none"> It was reported that the Direct Donation Drive raised \$42,066.34, compared to just over \$30,000 last year. While participation was lower than in previous years, the total funds raised were higher. \$350 were raised at Dave and Busters | |



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| | <ul style="list-style-type: none"> • The Kona Ice fundraising event took place today. The total amount of funds raised has not yet been determined. • CPK fundraiser restaurant night will be held on November 5, 2025 • Clarification was requested regarding whether a flyer must be presented for the Handel’s Restaurant Night fundraiser. It was noted that an update was shared via ParentSquare and additional clarification will be provided through social media. • Ms. Shrum requested that anyone needing to cancel a Family Photo Day appointment inform the MCN Presidents. A question was raised about the possibility of adding an additional day. It was discussed that this option could be considered for future years. | |
| <p>M. Volunteer Coordinator</p> <p>a. Action Item: Amend volunteer coordinator budget for Room Parent events - \$300</p> <p>b. Action Item: Amend volunteer coordinator budget for Special Education Team Funds - \$1,308.10</p> <p>c. Sign-Up Genius Request Process</p> | <ul style="list-style-type: none"> • A proposal was made to amend the Volunteer Coordinator budget to include \$300 specifically allocated for Room Parent events. The intent is to define the budget more clearly with distinct line items so that parents have transparency regarding how funds are being used. • A proposal was made to amend the Volunteer Coordinator budget to allocate \$1,308.10 for the Special Education Team. Ms. Shuler noted that RTI is now referred to as the Special Education Team. The funds are intended for gifts to teachers and team members. • Work is underway to create a Google Form with questions designed to reduce back-and-forth communication associated | <p>Both Motions Carried & Approved</p> |



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| | with Sign-Up Genius. The form will provide clear details regarding what is needed from participants. | |
| N. PR/Social Media | <ul style="list-style-type: none"> No updates. | |
| O. Technical Advisor | <ul style="list-style-type: none"> A Form has been created for the Whole HEART Scholarship, and a dedicated mailbox is also being established to manage submissions. Ms. Choplin noted that during Open House, the Direct Donation slide displayed was from a previous year. While all other information presented was accurate, the Direct Donation page was incorrect, reflecting a negative difference of approximately \$8,000. Ms. Shrum will review the slide and work with Ms. Choplin to correct the discrepancy. | |
| P. Alumni Advisor | <ul style="list-style-type: none"> Ms. Graver reported that work is underway on sponsorship initiatives. She complimented the Welcome Social, and indicated that the team is actively garnering alumni interest for Movie Night. | |
| V. NEW BUSINESS | | |
| a. | <ul style="list-style-type: none"> None | |
| VI. ONGOING BUSINESS | | |
| | <ul style="list-style-type: none"> None | |
| VII. ADJOURNMENT | | |
| Meeting Adjourned | <ul style="list-style-type: none"> at 7:13 pm | |
| Minutes Compiled by | <ul style="list-style-type: none"> Parul Sehgal | |