

**MCN Executive Board Meeting**  
**Date: February 4, 2026; Time: 6:30 pm**  
**Location: MATES MPR**

| ATTENDANCE   |   |  |
|--|---|--|
| <p><b>Present:</b><br/>           President: Caitlin Shrum<br/>           Evening Programs: Nancy Melgar<br/>           Daytime Programs: Rebecka Wolowitsch-Hill, Lauren T. Zurian<br/>           Secretary: Courtney Grosslight, Parul Seghal<br/>           Fundraising: Lyndsay Rosen, Jessica Ng<br/>           Communications: Thuan-Hay Trinh, Lori Allen<br/>           PR/Social Media: Ashley Ramstead<br/>           Treasurer: Danya Baldrige<br/>           Volunteer Coordinator: Lindsey Flam, Tamara Summers<br/>           Technical Advisor: Janey Choplin<br/>           Alumni Advisor: Nadia Hefni Foster, Kerri Graver<br/>           Parliamentarian: Alisa Bertram<br/>           MATES Board Member: Stacey Foster<br/>           Executive Director: Kristen Walker<br/>           Assistant Director: Reneé Dake<br/>           Teacher Representative: Denise Bain</p> | <p><b>Absent:</b><br/>           President: Veronica Shuler<br/>           Evening Programs: Rachel Adams<br/>           PR/Social Media: Carrie Dockery<br/>           Programs Advisor: Jennifer Steinert<br/>           Parliamentarian: Arezou Zaidi<br/>           Financial Secretary: Mo Karimnia<br/>           Volunteer Coordinator: Tamara Summers<br/>           Auditor: Justin Flam</p> |  |
| Agenda Item  | Discussion/Recommendations  | Status   |
| I. OFFICIAL OPENING OF THE MEETING   |   |  |
| <p>A. Call to order<br/>           B. Establishment of Quorum<br/>           C. Mission Statement</p>  | <ul style="list-style-type: none"> <li>● At 6:32 PM by Caitlin Shrum</li> <li>● Yes</li> <li>● Read aloud by Dr. Walker</li> </ul>  |  |
| II. APPROVAL OF THE MINUTES  |   |  |
| <p>A. <b>Action Item:</b> Vote to approve the minutes from the December 10, 2025 MCN Executive Meeting<br/>           B. <b>Action Item:</b> Vote to approve the minutes from the January 14, 2026 MCN Executive Meeting</p>   | <ul style="list-style-type: none"> <li>● No Discussion</li> <li>● No Discussion</li> </ul>  | <p>Motion Carried &amp; Approved<br/><br/>           Motion Carried &amp; Approved</p> |



|   |  |   |
|---|--|---|
| <b>III. FINANCIAL</b>   |  |   |
| <p>A. <b>Action Item:</b> Vote to approve expenses totaling \$5,747.12 and ending cash was \$113,715.49.</p> <p>B. <b>Action Item:</b> Vote to release funds for the monthly cash gift of \$300 to the school for the month of February 2026.</p> | <ul style="list-style-type: none"> <li>• No Discussion</li> <li>• No Discussion</li> </ul>   | <p>Motion Carried &amp; Approved</p> <p>Motion Carried &amp; Approved</p> |
| <b>IV. REPORT OF OFFICERS</b>   |  |   |
| <p><b>A. President</b></p> <p>a. Talent Show</p> <p>b. Women in History</p> <p>c. Upcoming benefit dinner</p> <p>d. GMM #2 on Friday after director’s dialogue</p>  | <ul style="list-style-type: none"> <li>• Shout to night programs for talent show! A lot of work and so fun! The kids were so cute and so brave!</li> <li>• Shout out to day programs! Doing a great job!</li> <li>• Benefit dinner is coming. It’s only February but will come quick. Anything we can do to support for auction items</li> <li>• Reminder it is Friday after Director’s Dialogue</li> </ul>                                |   |
| <p><b>B. Executive/Assistant Director</b></p>   | <ul style="list-style-type: none"> <li>• Talent show was fantastic! Well run and the kids had a great time. The kids grow in confidence, maturity and ability so fun. We’re grateful for all the equipment that MCN helps raise funds for to help this experience for the kids! The fundraising that goes into making this show possible is so wonderful</li> <li>• Over the 3 day weekend staff members went to Get Your Teach</li> </ul> |   |

|                                 |   |  |
|---------------------------------|---|--|
|                                 | <p>On in Vegas focusing on student engagement techniques ensuring the practices we have here are best supporting our students.</p> <p>Everything that was learned is shared with staff that didn't attend to ensure they can apply new learnings. Thank you to MCN for fundraising to ensure they have the support needed to send our staff and bring these learnings back to the students <b>the next day</b>. Teachers and staff began implementing new learnings immediately. This is a blessing and staff extremely grateful to MCN and parents for the fundraising to support these efforts. Thank you thank you! Also a "Get your lead on" portion for leadership that has helped and impacted how they can advance staff to directly impact students. Passing along learnings not just to teachers but also staff like campus supervisors. Thank you!!</p> <ul style="list-style-type: none"> <li>● Fundraising for benefit dinner: Teacher time information sent to staff. They are due by end of the month.</li> <li>● Winter Art Gallery coming: 6 CLU students coming to volunteer</li> <li>● Feb expenses for donated funds was GYTO (over \$5k)</li> </ul> |  |
| <p><b>C. Alumni Advisor</b></p> | <ul style="list-style-type: none"> <li>● Talent shows are amazing to see! It used to be just one, now three talent shows! Watching progression and seeing the new advancements (tech booth, risers, digital screen) helps impact the performance. The fact our staff want to keep learning and grow is so AMAZING!</li> <li>● Pushing out to alum to volunteer for Winter Art Gallery and other events. But we may need more support for social and comms. Put in Wednesday folder.</li> </ul>  |  |

|                            |   |  |
|----------------------------|---|--|
|                            | <ul style="list-style-type: none"> <li>Scholarship updates: at least 1. Continue to push out as deadline is in March. Need help with comms/social. Put in Wednesday folder.</li> </ul>  |  |
| <b>D. Mates board</b>      | <ul style="list-style-type: none"> <li>No update</li> </ul>   |  |
| <b>E. Staff</b>            | <ul style="list-style-type: none"> <li>This conference was so impactful and timing helped to rejuvenate and collaborate! Not only did we have learnings, but meaningful and impactful conversations happened. Thank you because you gave us an opportunity to bring this back to the kids. We already have sign ups for next year!</li> </ul>   |  |
| <b>F. Communications</b>   | <ul style="list-style-type: none"> <li>Will add volunteer call out after next week</li> </ul>   |  |
| <b>G. Parliamentarian</b>  | <ul style="list-style-type: none"> <li>Nomination committee in full swing – please let us know if you know anyone interested</li> </ul>   |  |
| <b>H. Evening Programs</b> | <ul style="list-style-type: none"> <li>Thank you everyone for talent show!</li> <li>Nancy and Rachel chairing Steam: Have new vendors for STEAM like Kid Row to do projects with the kids, a photographer from MATES, Oak Park Rocketry, Battle Bots people are not answering (likely not coming) and call Chaminade, Rain and Shine (STEAM lab in Oak Park), CLU robotics. Lots of opportunities.</li> <li>Received 7 applications for STEAM – do a push before they’re due (Thursday 2/19).</li> <li>STEAM night March 12</li> <li>Winter Art Gallery: Next Wednesday – If anyone can come after lunch to help set up, that is ideal! Please come. We have new</li> </ul> |  |



|                             |   |  |
|-----------------------------|---|--|
|                             | vendors and new people. Should be fun. Rachel connected with Conejo Valley Art Museum and they will manage the kids activity  |  |
| <b>I. Daytime Programs</b>  | <ul style="list-style-type: none"> <li>• Women in History is running smoothly</li> <li>• Staff Appreciation Week planning has start</li> <li>• Feb 18 Kindness Quest Assembly: a laser show and glow bracelets for the kids. Just make sure its dark</li> <li>•</li> </ul>                    |  |
| <b>J. Fundraising</b>       | <ul style="list-style-type: none"> <li>• Getting donations no updates</li> </ul>  |  |
| <b>K. PR/Social Media</b>   | <ul style="list-style-type: none"> <li>• Very backlogged on posts coming up – a few drafted and a new phone so working on transitioning.</li> </ul>   |  |
| <b>V. NEW BUSINESS</b>      |   |  |
| A. Cloffice                 | <ul style="list-style-type: none"> <li>• Attempt to clean/organize. There is a monthly meeting where office is going to be available to have the cloffice</li> <li>• Obstacles with getting kicked out of email when multiple people logged in. Janey to work with board to revise</li> </ul> |  |
| B. Tech issues with emails  |   |  |
| <b>VI. ONGOING BUSINESS</b> |   |  |
|                             |   |  |
| <b>VII. ADJOURNMENT</b>     |   |  |
| Meeting Adjourned           | <ul style="list-style-type: none"> <li>• at 7:03 PM</li> </ul>  |  |
| Minutes Compiled by         | <ul style="list-style-type: none"> <li>• Courtney Grosslight</li> </ul>   |  |