



**MCN Executive Board Special Meeting**

**Date: February 9, 2026 Time: 8:20 AM**

**Location: Zoom & Mates**

ATTENDANCE		
<p><b>Present:</b>            President: Caitlin Shrum, Veronica Shuler            Evening Programs: Nancy Melgar            Daytime Programs: Rebecka Wolowitsch-Hill            Fundraising: Lyndsay Rosen, Jessica Ng            Communications: Lori Allen, Thuan-Hay Trinh            Secretary: Courtney Grosslight, Parul Seghal            PR/Social Media: Carrie Dockery            MATES Board Member: Stacey Foster            Treasurer: Danya Baldrige            Auditor: Justin Flam            Volunteer Coordinator: Tamara Summers, Lindsey Flam            Technical Advisor: Janey Choplin            Parliamentarian: Arezou Zaidi, Alisa Bertram            Executive Director: Kristen Walker            Assistant Director: Reneé Dake</p>	<p><b>Absent:</b>            Evening Programs: Rachel Adams            Daytime Programs: Lauren T. Zurian            PR/Social Media: Ashley Ramstead            Programs Advisor: Jennifer Steinert            Teacher Representative: Denise Bain            Alumni Advisor: Nadia Hefni Foster, Kerri Graver            Financial Secretary: Mo Karimnia</p>	
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	<ul style="list-style-type: none"> <li>By Veronica Shuler at 8:24AM</li> </ul>	
B. Establishment of Quorum	<ul style="list-style-type: none"> <li>Yes</li> </ul>	
A. <b>Discussion Item:</b> i. Security and ownership of MCN content	<ul style="list-style-type: none"> <li>No action: discussion on historically been too relaxed on email, but moving forward we are only using MCN email</li> <li>Shared albums via iPhone have been convenient but moving forward we need to have this owned by MCN vs personal for security so considering Google images connected to MATES</li> </ul>	



# MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

## ii. Pausing social media posts

- accounts with large storage and password protection
- Shared album is great because so many parents are on campus and can send photos here
- Explore creating a “yearbook@mates” account to manage the album and share
- Consider how to make the Treering account vs. album for ease of use for yearbook and social together
- Evaluate a training together with Tech chair (Janey) so we can all ensure access and details
  
- Scheduled posts can still go out
- Pausing to prevent community concerns possibly but consider if this is ok for those who get info from school on socials
- Consider going private for an internal account for current school community and external account for school promotion like other schools and preschools
- Perception of internal and external communities on the posting details
- Continue following yearly photo consent of permissions for posting
- Limit photos of community/students and focus on announcements like eFolder of what is happening this week and turn comments off to focus on outgoing comms

## VII. ADJOURNMENT

**Meeting Adjourned**

- 8:39AM

**Minutes Compiled by**

- Courtney Grosslight