



**Executive Board Meeting**  
**Date: March 11 2026; 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 the minutes from the February 6, 2025 MCN Executive Meeting
    - B. **Action Item:** Vote to approve the minutes from the February 9, 2026 MCN Special Executive Meeting
  - III. FINANCIAL
    - A. **Action Item:** Vote to approve February expenditures totaling \$61,693.50
    - B. **Action Item:** Vote to approve February deposits totaling \$1747.41
    - C. **Action Item:** Vote to release funds for the monthly cash gift of \$300 to the school for the month of March 2026.
  - IV. REPORTS OF OFFICERS
    - A. Presidents' Report:
      - i. Board Update
    - B. Executive/Assistant Director
    - C. Alumni Advisor
    - D. MATES Board Member
    - E. Staff
    - F. Treasurer
    - G. Financial Secretary
      - i. Reminder: fill out deposit forms, and all deposits must be in the secure lock box.
    - H. Communications



- I. Auditor
  - i. **Action Item:** Vote to adopt the semi-annual audit report for period ending 12/31/2025.
- J. Parliamentarian
- K. Evening Programs
  - i. Steam night tomorrow! Updates
  - ii. International night: Updates
- L. Daytime Programs
  - i. Approval of invoice for Parent empowerment panel of professionals catering by Honey & Herb totaling \$518.23
  - ii. Approval of invoice for staff Appreciation gift - 1/4 zip embroidered mates logo sweaters, totaling \$2,343.36
- M. Fundraising
  - i. Contract approvals for benefit dinner
  - ii. Theme announcement
  - iii. Donation request help and promotion
  - iv. Day of benefit dinner assistance
  - v. Live auction ideas
- N. Volunteer Coordinator
- O. PR/Social Media
- P. Technical advisor
  
- V. NEW BUSINESS
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT