



MCN Executive Board Meeting
Date: March 8, 2023; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
<p>Present: President: Stacey Foster, Margie Moreno Secretary: Andrea Iranpour, Carolina Benavidas Auditor: Bing Xu Liu Assistant Director: Kristen Walker Fundraising: Arezou Zaidi, Gabby Shibel Financial Secretary: Robert Wain-Ku Programs Coordinators: Valerie Imbriale, Chelsea Goldenberg PR/Social: Nadia Hefni-Foster MATES Board Member: Kerri Graver Communications: Candice Santos, Caitlin Shrum Treasurer: Jamie Garnett Sheehan Teacher Representative: Denise Bain Volunteer Coordinator: Veronica Shuler Technical Advisor: Janey Choplin Parliamentarian: Tamara Summers</p>	<p>Absent: Executive Director: Brenda Olshever Volunteer Coordinator: Melanie Herrera</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	<ul style="list-style-type: none"> By Stacey Foster at 6:32 pm 	
B. Establishment of Quorum	<ul style="list-style-type: none"> Yes 	
C. Mission Statement	<ul style="list-style-type: none"> Read 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from Jan 11, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved
III. FINANCIAL		
A. Action Item: Vote to amend agenda to include number of payments for January – “2 payments”.	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved
B. Action Item: Vote to approve 2 payments for January 2023 totaling \$218.86	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved
C. Action Item: Vote to amend agenda to include number of deposits – “9 deposits”.	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved Motion



MATES Community Network (MCN)

<p>D. Action Item: Vote to approve 9 deposits for January 2023 totaling \$1,256.27</p>	<ul style="list-style-type: none"> No 2000 La Granada Dr. Thousand Oaks, CA 91362 discussion 	<p>Carried/Approved</p>
<p>IV. REPORT OF OFFICERS</p>		
<p>• President</p> <ul style="list-style-type: none"> Action Item: Vote to release \$300 monthly cash gift to school. Action Item: Vote to approve to add a Budget line item for MCN Event Hospitality (Kids Night Out) of \$500. Action Item: Vote to approve fence netting for School Wish List 	<ul style="list-style-type: none"> Please remember that MCN staff can't park in MATES parking lot, unless you are unloading a lot of items for an event. No discussion. Discussion: Kids Night ended up being large. Needed to spend some extra funds to cover. Approximately \$300 spent. We want to ensure we have the budget for future events. Table for now – waiting on quote for the fence netting. 	<p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p>
<p>A. Executive/Assistant Director</p>	<ul style="list-style-type: none"> So excited about our two MATES awards that we received. A big part of the application was about the events that MCN brings to the community. The Talent Show was amazing. For the future, we should plan to add 3 shows. Winter Art had a great turn out. The Author Assembly was a fantastic event. It was really fun for the students. Looking forward to STEAM Night. Received more applications. Women in History is in the works. The staff had a professional dev. with the Ventura County Sheriff's office. They did a safety walk through. Overall, we did great. Just making a few minor additions. School tours have been going on. 2 more next week. Thank you Stacey for putting the parking sign up for the auction winner. 	



MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

	<ul style="list-style-type: none"> • Please remember to take the Climate Survey. Chelsea recommends handing out iPads to parents waiting at pick up to fill out while they wait. • Use blue tape to put any flyers up so it doesn't paint off of the doors. • Dec purchases: art drying rack, art supplies, Friday Focus materials, materials for 1st Grade art project. (Add in cost break down) • The Tech Committee had some wish list items for consideration: Viewtonic screen, another class set of student laptops. 	
B. MATES Board Member	<ul style="list-style-type: none"> • Echo what Kristen said. All the events have been amazing. • MATES has been able to grant existing teachers retirement assistance. • Working on what TK can look like. Charters are not required to have a TK but we would like to. Getting some push back from the District. • The DEI Committee is in full swing. 	
C. Staff	<ul style="list-style-type: none"> • I'm back from maternity leave and here to support in any way possible. 	
D. Communications	<ul style="list-style-type: none"> • Sent out the marketing plan to review for use next year. 	
E. Auditor	<ul style="list-style-type: none"> • Presented December 2022 audit report. • Need copies of check requests and invoices for reconciliation. I would like them to be saved in the Google drive folder after signing off in Slack. Moving forward, save everything that is shared from Slack for reference. • Can we get a statement from the school for proof of funds received for monthly gifts. Can be quarterly. What is provided in the Monthly Board packet may work – Dr. Walker looking into it. 	
F. Parliamentarian		Motion



MATES Community Network (MCN)

<ul style="list-style-type: none"> Action Item: Update the description and bylaws for Parliamentarians. 	<ul style="list-style-type: none"> No 2000 La Granada Dr. Thousand Oaks, CA 91362 discussion. The committee is in full swing. Need Programs and Treasurer positions still. Will send out job descriptions for updating. Please use "Track Changes" so we can see the changes. Will be updating the Bylaws. Do we want to consider allowing the current position holder to serve an additional year, with Board approval, if no one steps up for the position. 	<p>Carried/Approved</p>
<p>G. Programs</p>	<ul style="list-style-type: none"> Decide title for Parent's Night Out, for future events. The Assembly speaker went great. He has a memorable presentation. STEAM: selling food through this system so we don't incur taxes. Allowing parents to pre-order the full menu. He's giving 10% back to MCN. His staff will distribute the food. <ul style="list-style-type: none"> Ordered re-usable banners. Need additional vendors to participate. Look at reaching out to junior high/high school science clubs that may want to do a display/present. Betty Alcazian coming up. Working on the theme/title of the presentation. Black History Month board is being worked on. Helped with Kids Night. Women in History coming up. Can we open up the opportunity to the entire MATES community? Volunteers Coordinators will communicate out to Room Parents. 	



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I. Fundraising	<ul style="list-style-type: none"> • Discuss benefit dinner ticket prices: <ul style="list-style-type: none"> - Sold tables for \$800 and single tix for \$85. Lost money on the tables and broke even with a single tix. The cost of food has gone up by \$5/plate. - Recommend to sell tix for \$95 and tables for \$1,000 for table of 10. MCN was on board to move forward with this pricing. • DJ for Benefit Dinner: Mr. LaGuardia wants to DJ. But we need a sound system that can accommodate the needs of the venue for good sound. • Send electronic invite before Spring Break • Kids Night Out wrap up: Raised \$2,400, 130 kids. Great feedback and very successful. They gave us the location for free. 	
J. Volunteer Coordinator	<ul style="list-style-type: none"> • Will send out communication for Women in History volunteers. 	
K. PR/Social	<ul style="list-style-type: none"> • Thank you for help with IG stories • STEAM: <ul style="list-style-type: none"> - CLU Food Drive - Will invite MATES alumni 	
V. NEW BUSINESS		
	<ul style="list-style-type: none"> • Dr Walker: We have an opportunity to add flyers to the new enrollment packet. If there's anything else we feel is important to add. We previously talked about mentor form, school supplies order form, Handy Highlight form. 	
VI. ONGOING BUSINESS		
	<ul style="list-style-type: none"> • None 	
VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none"> • 8.02pm 	
Minutes Compiled by	<ul style="list-style-type: none"> • Andrea Iranpour 	