



MCN Executive Board Meeting
Date: November 12, 2025; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
<p>Present: President: Veronica Shuler, Caitlin Shrum Daytime Programs: Lauren Zurian Communications: Thuan-Hau Trinh, Lori Allen Fundraising: Lyndsay Rosen PR/Social Media: Ashley Ramstead Treasurer: Danya Baldrige Secretary: (Veronica Shuler) Volunteer Coordinator: Lindsey Flam Technical Advisor: Janey Choplin Parliamentarian: Arezou Zaidi Alumni Advisor: Kerri Graver, Nadia Hefni Foster Executive Director: Kristen Walker Assistant Director: Reneé Dake Teacher Representative: Denise Bain MATES Board Member: Stacey Foster</p>	<p>Absent: Evening Programs: Nancy Melgar, Rachel Adams Daytime Programs: Rebecka Wolowitsch-Hill Fundraising: Jessica Ng Programs Advisor: Jennifer Steinert PR/Social Media: Carrie Dockery Auditor: Justin Flam Secretary: Courtney Grosslight, Parul Sehgal Financial Secretary: Mo Karimnia Parliamentarian: Alisa Bertram</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 6:32pm by Ms. Shrum Quorum was present Read aloud by Dr. Walker 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from the October 8, 2025 MCN Executive Board Meeting	<ul style="list-style-type: none"> No discussion 	Motion Carried & Approved
III. FINANCIAL		



<p>A. Action Item: Vote to approve October 2025 expenditures totaling \$13,229.26</p> <p>B. Action Item: Vote to approve October 2025 deposits totaling \$22,155.51</p> <p>C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of November 2025</p>	<ul style="list-style-type: none"> • No discussion • No discussion • No discussion 	<p>All Motions Carried & Approved</p>
<p>IV. REPORT OF OFFICERS</p>		
<p>A. President</p> <p>a. Holiday Dinner</p> <p>b. Cc President</p>	<ul style="list-style-type: none"> • Ms. Shrum is curious how many Board members will be able to attend a holiday celebration immediately following MCN's December meeting. With a reminder of the earlier start time - 6PM - a tentative sign-up/ interest list was circulated. • Ms. Shrum reminded MCN members to CC president on correspondence to Admin so Presidents are aware of most current Programs/ Events status, and better equipped to help or step in as needed. 	



<p>B. Executive/Assistant Director</p>	<ul style="list-style-type: none"> • Dr. Walker commended the Book Fair, with particular appreciation for the volunteer support, noting the week is enjoyed by staff, students and parents alike. • Dr. Walker also commended Movie Night as another great event. Attendance was great, despite the Colina Halloween Carnival and Dodger Game conflicts. CLU and middle/high school volunteers were helpful. Attendance was slightly smaller, but perhaps due to Dodger game. TV was set up near Mrs. Turner’s classroom. • The BMX Assembly was very well received, by both students + teachers. It was fun and different to host an assembly outside - the first in years, if ever - and was enjoyed by all. • Dr. Walker spoke on MATES Charter Day Celebration, thanking all those who helped! It was the 17th anniversary celebration of the day the MATES charter was first approved. • APEX started this week, with a pep rally on Monday (11/10), and in classrooms today (11/12). • Ms. Shuler plans to participate in the school tour on Friday 11/14. The tours will continue in the new year, and Dr. Walker will share a schedule in Slack for MCN Board Members to volunteer. The MCN member will speak through a few slides, and be available to answer questions as needed. • Donated funds have been allocated to support various initiatives, including Friday Focus and Staff Development, as well as replacing the Blue Ribbon banners in the parking lot. Additionally, two more tech booth cameras are slated for installation - one camera in the back, and two more on the sides will allow the students to toggle back/forth to get different angles. They can only zoom in/out currently, but now will be able to truly run camera operations. • The total amount of funds used since August is near \$45,000. A detailed list of item purchased using the donated funds was provided and is attached herewith. 	
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C. MATES Board Member (if any)	Ms. Foster shouted out Parent Empowerment, with great feedback on there being a dinner option. Dr. Walker also complimented the speaker.	
D. Staff (if any)	Ms. Bain expressed the kids' excitement about APEX - they are VERY excited about Juan-derful! The boys are excited to have males in the classroom + on the field.	
E. Treasurer	No updates.	
F. Finance Secretary (if any)	No updates - not present.	
G. Communications	No updates.	
H. Auditor	No updates - not present.	
I. Parliamentarian (if any)	<ul style="list-style-type: none">• The search for members of MCN Nominating Committee (NomCom) will be starting soon. Requests or suggestions for NomCom members are to be sent to Ms. Zaidi.• Board Members noted there are many Kindergarten parents that are interested, and confirmed that non-Board members are allowed to observe meetings. It was noted that perhaps a more formal invitation can be made during the Nom Com period that interested parties can come to an MCN Open House meeting.• Ms. Allen brought up the opportunity to discuss shadows for Event Chairs (Movie Night, Marketplace, Winter Art Gallery) so they have chance to shadow before current event chairs leave.	



<p>J. Evening Programs a. Family Movie Night Recap</p>	<ul style="list-style-type: none"> • Ms. Shrum noted Family Movie Night felt very smooth this year, with a ton of clean up help. The dedicated grade level volunteer roles seem to help significantly. There were 147 families in attendance, with 210 students checked off. 	
<p>K. Daytime Programs</p>	<ul style="list-style-type: none"> • Parent Empowerment Night - December 4: Reminder to RSVP if you plan on attending. There are 21 currently RSVPed, with room to accommodate 75. Additional social support is scheduled via Stories + Posts. Ms. Zurian confirmed parents may attend even after dinner orders are closed, as long as the 75-person max is not hit. 	
<p>L. Fundraising a) Restaurant Night Update 1. CPK – November 2. The Stand - December</p>	<ul style="list-style-type: none"> • It was reported that CPK Restaurant Night earned \$613, with great feedback on the advance/ online order option. • The Stand Fundraiser is scheduled for 12/15, and Kona Ice Truck is scheduled for 12/3 after school. • Fun Run shirts should arrive Monday (11/17) or Tuesday (11/18). A Slack message will be sent upon arrival to coordinate sorting assistance. • A Fun Run Banner will be provided by Thousand Oaks High School media group, connected after Zach Gauthier emailed Dr. Walker. 	
<p>M. Volunteer Coordinator</p>	<ul style="list-style-type: none"> • Ms. Flam reminded Board Members to share updates prior to mid month if any news/requests need to be circulated to Room Parents. 	



N. PR/Social Media	<ul style="list-style-type: none">• Ms. Ramstead noted that she was making some adjustments to APEX copy on social for better clarity on lessons, to help encourage parent/ guardian understanding.• In regards to families requesting photo privacy, there was discussion about adding a sticker to their shirt so they can be blurred if shared. Ms. Dake confirmed it was acceptable to include back of their head. Ms. Allen suggested utilizing ChatGPT to crop/ remove as necessary.	
O. Technical Advisor	<ul style="list-style-type: none">• The Whole Heart Scholarship - form is ready, with the email address HeartScholarship@MATESmcn.net set. There was discussion on how to distribute, with recommendation to go to Hello email, and funnel to Comms. Submissions can be sent to one email and then forwarded to the Scholarship Committee.• Ms. Choplin is researching options on how to move to Google Groups using MCN emails, versus shared passwords which seem to be causing more confusion and frustration with increased security measures.	



<p>P. Alumni Advisor</p>	<ul style="list-style-type: none"> • Ms. Hefni Foster and Ms. Graver are here to help advise MCN on historical content. They reminded Board Members to let them know if there are alumni needs, so they can connect with local ASB/ASG. Ms. Summers will continue to create SignUp Geniuses. • Whole Heart Scholarship committee has been created - Ms. Shrum will update Mrs. Hefni Foster, and will announce in January. Lori Allen, Alisa Bertram, Denise Bain are members. • Ms. Allen requested and offered to create a "Proof of Volunteer Hours" for middle and high school volunteers. Ms. Hefni Foster recommended a line for Parent Signature as well, for the Middle School forms. There was discussion around who should be authorized to sign, confirming either an MCN Board Member or Event Chair, with Dr. Walker as a digital option for continuity. 	
<p>V. NEW BUSINESS</p>		
	<p>Ms. Shrum thanked the community for the support of MCN Food Drive.</p>	
<p>VI. ONGOING BUSINESS</p>		
	<p>None</p>	
<p>VII. ADJOURNMENT</p>		
<p>Meeting Adjourned</p>	<ul style="list-style-type: none"> • At 7:08 PM. 	
<p>Minutes Compiled by</p>	<ul style="list-style-type: none"> • Veronica Shuler 	