

MCN Executive Board Meeting
Date: March 11, 2026; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
<p>Present: President: Caitlin Shrum, Veronica Shuler Evening Programs: Nancy Melgar, Rachel Adams Daytime Programs: Rebecka Wolowitsch-Hill, Lauren T. Zurian Secretary: Courtney Grosslight, Parul Seghal Fundraising: Lyndsay Rosen, Jessica Ng Communications: Thuan-Hay Trinh, Lori Allen Treasurer: Danya Baldrige Volunteer Coordinator: Lindsey Flam, Tamara Summers Technical Advisor: Janey Choplin Alumni Advisor: Nadia Hefni Foster, Kerri Graver Auditor: Justin Flam Financial Secretary: Mo Karimnia Parliamentarian: Alisa Bertram, Arezou Zaidi MATES Board Member: Stacey Foster Executive Director: Kristen Walker Assistant Director: Reneé Dake Teacher Representative: Denise Bain</p>	<p>Absent: Programs Advisor: Jennifer Steinert</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"> ● 6:42 by Caitlin Shrum ● Read by Dr. Walker 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve the minutes from the February 6, 2026 MCN Executive Meeting	<ul style="list-style-type: none"> ● No Discussion 	Motion Carried & Approved



<p>B. Action Item: Vote to approve the minutes from the February 9, 2026 MCN Special Executive Meeting</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried & Approved</p>
<p>III. FINANCIAL</p>		
<p>A. Action Item: Vote to approve February expenditures totaling \$61,693.50</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried & Approved</p>
<p>B. Action Item: Vote to approve February deposits totaling \$1747.41</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried & Approved</p>
<p>C. Action Item: Vote to release funds for the monthly cash gift of \$300 to the school for the month of March 2026.</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried & Approved</p>
<p>IV. REPORT OF OFFICERS</p>		
<p>A. President</p> <p>a. Board Update</p>	<ul style="list-style-type: none"> • Congratulations to Nancy on the LA Marathon!! • Steam night tomorrow! • As of this week the PR/Social Chair position is vacant. Ashley R and Carrie D have stepped down • For now, comms is taking over the role as per the by laws, to include comms flyers on social as social is no longer functioning with open comments or photos • Thank you to the board for upholding the organization and balancing being a parent. We're impressed with your understanding this last month • As discussed in special meeting, any MCN business should be conducted with MCN emails and photos should be owned by MCN accounts and not personal • Ensured all passwords were updated and only relevant MCN officers have access to relevant tools and platforms 	

<p>B. Executive/Assistant Director</p>	<ul style="list-style-type: none"> ● Share the same sentiment of the President. This month was a lot of decision making, thoughtfulness and communication. Thank you Caitlin and Veronica for shouldering much of the communication. ● Looking forward to STEAM night! ● WOmen in History coming up ● Great assembly on kindness ● Thank you for everything you do! ● Benefit coming and we're excited ● Funds are being used for a new GAGA pit, chess piece replacement, art supplies, teacher laptop, moving forward with the awnings we voted on last meeting and purchased additional electronic supplies and other misc classroom supplies ● SPent almost \$77K of donated funds outside of general budget to allow us to cover. ● THank you for your dedication to this community and it was really shown this last month 	
<p>C. Alumni Advisor</p>	<ul style="list-style-type: none"> ● Thank you to Caitlin and Veronica for all your work this last month and leading/navigating our school with grace and compassion ● From alumni side, just finalized the flier for the senior walk ● As we get more modes of comms will continue to grow ● How is HEART scholarship? Only 2 applications. Application deadline is Friday - and extended to 3/27. Who is the 2019 PAC parent? Let's try to get more comms out for applications. 	
<p>D. Mates board</p>	<ul style="list-style-type: none"> ● SPEaking for the full board, every time we have budget at the committee we hear how unique MCN is to support or school. We fundraise and support, and how the community handled the last few weeks because of the work MCN has done to create a 	

	community to feel close and be a part of the support system. Only heard positive feedback and THANK YOU for the support you offer the school	
E. Staff	<ul style="list-style-type: none"> • Theme of the meeting is GRATITUDE. Thank you for all you do as volunteers. 4th did a transformation and that is because of MCN and all the volunteers. It is a reminder that the MCN is also all volunteers and grateful for all the work 	
F. Financial Secretary a. Reminder: fill out deposit forms, and all deposits must be in the secure lock box.	<ul style="list-style-type: none"> • Echo of thank you! And reminder from the audit, please ensure we fill out deposit forms/carbon copies 	
G. Communications	<ul style="list-style-type: none"> • If you need anything on social, reminder its fliers only • Reminder to put it in slack for comms need - we send those for approvals on Fridays. • One update: sponsor photos of the sponsor typically uploaded and tagged on social. Will need specific consent of adults to be in photo 	
H. Auditor a. Action Item: Vote to adopt the semi-annual audit report for period ending 12/31/2025.	<ul style="list-style-type: none"> • Thank you Danya and Mo - you did a fantastic job!! The audit is off, but now fixed the reimbursement and another returned tonight. Some process obstacles but overall clean • There are some checks not yet deposited from 2024 and at some point we'll get into unclaimed property territory and we may need to send some to the state - only is check numbers and can look up the details. • Nothing will prevent us from from the audit but some cash will be owed to state or vendors • Everything reconciled perfectly 	Motion Carried & Approved



<p>c. Approval of invoice for staff Appreciation gift - 1/4 zip embroidered mates logo sweaters, totaling \$2,343.36</p>	<p>podcast to moderate. Will talk about nutrition, sleep and tech</p> <ul style="list-style-type: none"> ○ Confirm if it can be recorded on Zoom ● Staff Appreciation: <ul style="list-style-type: none"> ○ Invoices in budget, so invoices approved ○ Week is being planned with gifts 	
<p>L. Fundraising</p> <p>a. Contract approvals for benefit dinner</p> <p>b. Theme announcement</p> <p>c. Donation request help and promotion</p> <p>d. Day of benefit dinner assistance</p> <p>e. Live auction ideas</p>	<ul style="list-style-type: none"> ● Have a band for this year! And sponsored by a family - so thank you ● Once the rest of contracts come in we'll hold a special meeting for approvals of benefit dinner ● Havana Nights! ● Help with any donations you may need. We even have an opportunity to sit in on a 911 dispatch this year! ● Going to update the app platform for live auctions, new app is Zeffy ● Need help with set up - please save the date ● Parking, Hollywood Bowl, anyone know an orthodontist? 	
<p>M. Volunteer Coordinator</p>	<ul style="list-style-type: none"> ● Any changes to events, send to Volunteer coordinator to send to class moms - or teachers send on parent square 	
<p>V. NEW BUSINESS</p>		
	<ul style="list-style-type: none"> ● 	
<p>VI. ONGOING BUSINESS</p>		



VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none">at 7:29 PM	
Minutes Compiled by	<ul style="list-style-type: none">Courtney Grosslight	