



Executive Board Meeting
Date: July 15, 2026; Time: 7 pm
Locations: President's Residence

- 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 minutes from the June 3, 2026 MCN Executive Board Meeting
- III. FINANCIAL
 - A. **Action Item:** Vote to approve June 2026 payments totaling \$ 72,823.94
 - B. **Action Item:** Vote to approve June 2026 deposits totalling \$ 15,771.60
 - C. **Action Item:** Vote to release funds for the monthly cash gift of \$300 to the school for the month of July 2026
- IV. REPORTS OF OFFICERS
 - A. Presidents' Report:
 - i. **Action Item:** Vote to approve \$412.35 for MCN shirts (confirm # needed)
 - ii. **Action Item:** Vote to approve APEX Fun Run contract
 - iii. Programs acknowledgements
 - iv. Fundraising acknowledgement
 - v. Outstanding approvals
 - 1. Parent Swag - MCN to cover up front cost
 - 2. Board Shirt - size confirmation
 - vi. Upcoming events
 - 1. Kinder Round Up
 - 2. BTSB Tote Support
 - 3. BTSB Day-of Support
 - vii. Open Office Hours - Last Friday of the month, 8:30-9:30, live and on zoom



- viii. Agenda Template - Expectations on Updates
- B. Executive/Assistant Director
 - i. Updates
- C. Staff
 - i. Updates
- D. MATES Board Member
 - i. Updates
- E. Treasurer
 - i. Budget updates
- F. Financial Secretary
- G. Communications
 - i. Review approval process
 - ii. Upcoming Event needs
 - iii. Recap of past events / last MCN General Meeting
- H. Auditor
 - i. Updates
- I. Parliamentarian
 - i. Bylaws update
- J. Evening Programs
 - i. Past event update
 - ii. Upcoming events
 - 1. Key dates
 - 2. Volunteer + facility needs
- K. Daytime Programs
 - i. Past event update
 - ii. Upcoming events
 - 1. Key dates
 - 2. Volunteer + facility needs
- L. Fundraising
 - i. Benefit Dinner- NRCC May 7, 2027
 - ii. **Action Item:** Vote to approve Benefit Dinner contract and deposit of \$3000
 - iii. Ongoing fundraisers with Kona Ice and R and R Coffee Cart, in addition to restaurant fundraisers
 - iv. Looking for tote bag sponsors and are contacting the previous ones
 - v. Updating the sponsorship packet
- M. Volunteer Coordinator
 - i. Park play dates on Sunday, July 19, 10 am and Sunday, August 9, 4 pm. Both at Old Meadows Park (1600 Marview Drive, Thousand Oaks CA 91362)
 - ii. Kinder Round Up Discussion
 - iii. Room parent/mentor updates
- N. PR/Social Media
 - i. Upcoming events & publicity plans
- O. Technical advisor
 - i. Email update
 - ii. Website Update



- P. Alumni Advisor
 - i. Alumni updates
 - ii. Volunteer needs
- Q. Secretary
 - i. Process for agenda input reminder

- V. NEW BUSINESS
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT