MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

Executive Board Meeting
Date: September 9, 2026; Time: 6:30 pm
Locations: 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 minutes from the August 12, 2026 MCN Executive Board Meeting
   B. **Action Item:** Vote to approve minutes from the August 21, 2026 MCN Special Executive Board Meeting

III. FINANCIAL
   A. **Action Item:** Vote to approve August deposits totalling: $15,688.71,
   B. **Action Item:** Vote to approve payments totalling: $6,317
   C. Ending cash was $7,100.65.
   D. **Action Item**: Vote to release funds for the monthly cash gift of $300 to the school for the month of September 2026.

IV. REPORTS OF OFFICERS
   A. Presidents' Report
      i. Acknowledgements of school-year to-date activity
      ii. Feedback form: Discussion surrounding sharing schoolwide
      iii. Upcoming events: reminder to wear MCN pins to welcome social
      iv. First day of school supplies: If we renew before 10/1 we receive 5 free kids
   B. Executive/Assistant Director
      i. **Action Item:** Discuss Back to School Bash possibility of having this on a Friday evening in the future
      ii. **Action Item:** Discuss removing the ask for a safety fund donation and having this come directly from MCN

C. Staff
    i. Updates
D. MATES Board Member
    i. Updates
E. Treasurer
    i. Review check request process
F. Financial Secretary
    i. Updates
G. Auditor
    i. **Action Item:** Vote to adopt the semi-annual report for period ending 6/30/26
H. Parliamentarian
    i. Updates
I. Evening Programs
    i. Welcome Social Updates
    ii. Upcoming Events:
        1. **Action Item** Vote to approve Movie Night Contract
J. Daytime Programs
    i. Recap BooHoo Yahoo and Staff Luncheon
    ii. Updates on upcoming events
K. Fundraising
    i. Direct Donation: Thank you for spreading the word!
        1. Update on funds raised
        2. Moving signage to new company
        3. Table with QR code (volunteers needed)
    ii. Welcome Social Sponsors needed
    iii. Truck and Cart fundraisers update
        1. Kona Ice success
        2. RR coffee cart
L. Volunteer Coordinator
    i. Room Parent Update
    ii. Monthly Emails
    iii. Sign-up Genius
M. PR/Social Media
    i. Upcoming events & publicity plans
N. Technical advisor
    i. Updates

V. NEW BUSINESS
VI. ONGOING BUSINESS
VII. ADJOURNMENT