



MCN Executive Board Meeting
Date: July 15, 2026; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Veronica Shuler, Lori Allen Evening Programs: Nancy Melgar, Ashley Schwartz Daytime Programs: Malin Lashley, Cara Strang Secretary: Courtney Grosslight, Parul Seghal Fundraising: Alex Williams Communications: Thuan-Hay Trinh, Arezou Zaidi PR/Social Media: Janey Choplin Treasurer: Danya Baldrige Volunteer Coordinator: Lindsey Flam, Caitlin Shrum Technical Advisor: Rich Habib Alumni Advisor: Nadia Hefni Foster Parliamentarian: Melanie Herrera Executive Director: Kristen Walker Assistant Director: Reneé Dake	Absent: Staff: Denise Bain Alumni Advisor: Kerri Graver Fundraising: Sara Feinsilber Financial Secretary: Saira Crawford Auditor: Mo Karimnia PR/Social Media: Alisa Bertram	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order B. Establishment of Quorum C. Mission Statement	7:43pm PST by Veronica Shuler - Yes - Read by Dr. Walker	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from the June 3, 2026 MCN Executive Board Meeting	No Discussion	Motion Carried & Approved
III. FINANCIAL		

A.	Action Item: Vote to approve June 2026 payments totaling \$ 72,832.94	• No Discussion	Motion Carried & Approved
B.	Action Item: Vote to approve June 2026 deposits totalling \$ 15,771.60	• No Discussion	Motion Carried & Approved
C.	Action Item: Vote to release funds for the monthly cash gift of \$300 to the school for the month of July 2026	• No Discussion	Motion Carried & Approved
IV. REPORT OF OFFICERS			
A.	President		
a.	Opening Remarks	- Welcome! Set the theme “Come in. We are all MCN” because at MATES once you join, you are MCN to come to meeting and general meetings and reach out and come talk to us. MATES is a true community Focus on inclusion, What we do as board is so big, and no one operates in a vacuum. There is always someone to help. Help each other and we help MCN. - We encourage committees. Make it social and open because there are so many great people and ideas at MATES and maybe they don’t know how to get involved.	
a.	Action Item: Vote to approve \$412.35 for MCN shirts (confirm # needed)	Discussion: typically we pay cost (individuals) for these shirts and MCN dinner, but there shouldn’t be a barrier cost to entry to volunteer. So recommendation is the board will pay the cost. Cost and affordability shouldn’t be a limiting factor to volunteer for the board. Evaluate for the future and how this spirit of inclusion. This doesn’t extend to room parents as those gifts and parties are based on parent volunteers and class donation - No discussion	Motion Carried & Approved



b. Action Item: Vote to approve APEX Fun Run contract c. Programs acknowledgements d. Fundraising acknowledgement e. Outstanding approvals i. Parent Swag - MCN to cover up front cost ii. Board Shirt - size confirmation f. Upcoming events i. Kinder Round Up ii. BTSB Tote Support iii. BTSB Day-of Support g. Open Office Hours - Last Friday of the month, 8:30-9:30, live and on zoom h. Agenda Template - Expectations on Updates	• Thank you day and evening programs! Already hitting the ground running! • Will have simple shirt with small heart to be used at field trips, etc. just for parents • Covered cost discussed above • Will need MCN support for Kinder round up • Keep eye out for sign ups to support • Will have scheduled a coffee office hours for the full MATES community the last Friday of the month - come hang! Will set up a zoom if people want to come ask questions and make it encourage open dialogue • Anything you want to say in the agenda MUST be written in the agenda • Secretary will remind on Fridays then Sundays for agenda items on Slack • Leverage the digital binder with the meeting dates and posting deadline as refresh on when things are due	Motion Carried & Approved
B. Executive/Assistant Director a. Updates	• Love the theme because we want every family to be a part of the organization and not have to pay • Will get a new Mates board member after the new year	
C. Alumni Advisor • Alumni updates • Volunteer needs	• So happy to meet all of you new faces! • Background on this position relatively new in last few years and so many new people and have	



	someone who is graduating out be the bridge to alumni and then each PAC member is identified then they become representative for that year even after MATES • Kerri Graver and Nadia are the chairs • Senior walk: this upcoming June is 5th annual! It has been a success; all graduating seniors that went to Mates are invited. We have the culmination video playing of that graduation • This upcoming culmination is the class of 2020 that didn't have a formal culmination; it was online and he recreated a hologram of each child so want to try to recreate a culmination for the school that they didn't get. Will request help and volunteers as we get closer • Alumni role with many committees has a bigger picture: want to keep track of alumni. There has been interest in VCOE to show where the students are going. In future with programs evaluate a career day to bring back alum from MATES to speak about their career. First senior walk are graduating college - we have incredible alum from the first classes of MATES. Evaluate how to create the programs as we've gather many alum information • Appreciate you all! This has been a part of Nadia's life for 15 years - so there is a place for anyone to be involved.	
D. Treasurer	• No updates	
E. Communications a. Review approval process	• YOu will hear from us weekly, please let us know what updates you need. This is a dynamic process.	



b. Upcoming Event needs	• We always submit to admin on Fridays and staff approves almost immediately • Will need to coordinate a review. If board wants to create their own flyers we can work together on it • Under bylaws for comms: social media is under the comms purview but we haven't approved in the past. Is this something we can identify now for the process. Anything put out via social media should already be approved (general messaging doesn't need to be the same format) • Upcoming: Kinder Round Up and SB: you'll hear from us soon if you haven't already • Art at lunch/Language at lunch: information will be distributed at Kinder Round Up and Btsb will be the tshirts and information. We can coordinate it into one but be aware it is a multi person process. Board members overseeing shouldn't feel they have to do it on their own • Veronica made the schedules/flyer pictures in Canva for the team. Will send to ensure the schedule is correct. Will end the schedule earlier when Friday focus ends (April 30) • Calendar for upcoming event is UP! Calendar page on the MCN website and can populate your calendar If you do this, it will auto update • Happy to work 1:1 on Canva if anyone has questions • Ensure everyone has their own log in to canva	
F. Parliamentarian a. Bylaws update	• This is a bylaws year. Create a committee to evaluate how to update the bylaws to meet the times. Committee is volunteered from MCN and then presented to	



	the board. But some other committees are through the board. Recommendation for events of fundraising events - the goal is for each Exec role to have a chair to then create a committee. The goal is not for the board member to do ALL the work. • There is a volunteer interest form to connect parents interested in volunteering to connect with the right MCN board member	
G. Evening Programs a. Past event update b. Upcoming events i. Key dates ii. Volunteer + facility needs	• Welcome social ideas are going to be looked into. Open to suggestions. • Mr. Fiss retired - we may need to revisit how we do facilities usage as he oversaw it all. We may need to further plan in advance and plan for sprinklers/doors/etc. Will be helpful to have a CANVA file with a diagram to give to the new facilities partner. There is a form in the office. Dave McDonald is a new facilities manager and is a past MATES parent. Has been in the movie industry building sets and doing SFX - he is hands on and can build many things (the county fair barn and new gaga pit). He is looking for a gig like this and will help the school.	
H. Daytime Programs a. Past event update b. Upcoming events i. Key dates ii. Volunteer + facility needs	• Working on the Teacher Luncheon "a new chapter" is the theme • Will order the food closer to the luncheon • Working on the BooHoo Yahoo • Student assemblies: looking to get the kind campaign back in the fall and a trick basketball performance TNT Dunk Squad likely in the spring	
I. Fundraising		



a. Benefit Dinner- NRCC May 7, 2027 b. Action Item: Vote to approve Benefit Dinner contract and deposit of \$3000 c. Ongoing fundraisers with Kona Ice and R and R Coffee Cart, in addition to restaurant fundraisers d. Looking for tote bag sponsors and are contacting the previous ones e. Updating the sponsorship packet	● Update: At NRCC! Went to all locations and did research to find best location at price (6 locations) that can fit our size. Will be able to meet similar budget in last years. ● Discussion: We think people will be so excited to have a closer venue. Spanish Hills was so great, but far. People are ready for a change. This will be a nice change with dinner and all event inside with just happy hour outside. ● Will have last Friday of every month for Kona Ice Truck. Exception is a few Thursdays for school holidays. ● Will have dates for coffee cart with some dates in the Fall. Will have the coffee cart during assemblies and Heart of an Eagle. 20% of sales will be available. \$250 minimum in sales. Coffees are between \$5-7. They would arrive at school by 7:30 and set up for drop off and stay for assembly. Will test it out to see how it performs. Is it possible for preorders for teachers if class parents help coordinate sponsoring teachers or staff. ● Someone is helping them for restaurant nights. Planning maybe to do a restaurant night and Kona Ice every month. In past we did 1 restaurant night a month ● No responses yet from tote bag sponsors. Looking for new and reaching out to old sponsors. ● Updating the packet ● Going back to inclusion: working with fundraising to lower the amount request so its a bit more attainable and still get recognition	Motion Carried & Approved
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	Consider nonmonetary fundraising because we need the manpower - like donating "time" - is this part of the sponsorship packet for recognition - same for time and money	
J. 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	- Two playdates coming up and there are family mentors so please come and represent - This Sunday is the first and 2nd is August 9 at 4pm - There will be popsicles and lots of swag! - Kinder Round Up when incoming kinders come and meet the teachers and go into the classrooms and parents have orientation - MCN table and start to welcome and tell everyone "Come in we're all MCN" - define what volunteer opportunities are at school and will have marketplace - Mentor updates: had low inquiries from mentor families this year. Is it because many have friends already at the school? This flyer was in the kinder packets - Print out the flyer for the park playdate. Remove the June deadline to run again on social media - No updates for room parents. If you have dates or details for room parent updates let Volunteer Coordinators know. If anything new or changing let them know	
K. PR/Social Media a. Upcoming events & publicity plans	Post for park play date and coordinate with comms on the social media plan	



N. Technical advisor a. Email update b. Website Update	• Has slack and website access • Now is the busiest to send all flyers and comms to post on the site • Get the new MCN logo and refresh the site • Ensure you're sending to the people and the group so you don't miss it • In community responses use generic email for positions but for the board include everyone • Can everyone get on slack and email? Generally yes. Will take it offline	
O. Secretary a. Process for agenda input reminder	• Discussed earlier, and will send the notes prior to the next meeting for you to review and vote	
V. NEW BUSINESS		
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VI. ONGOING BUSINESS		
VII. ADJOURNMENT		
Meeting Adjourned	• at 8:56 PM	
Minutes Compiled by	• Courtney Grosslight	