



Executive Board Meeting
Date: Aug 16; Time: 6:30 pm
Locations: Mates 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 July 12 MCN Executive Board Meeting and the Aug 17 Special Executive Board Meeting.
 - III. FINANCIAL
 - A. Action Item: Vote to approve June payments totaling \$ 3,129
 - B. Action Item: Vote to approve June deposits totalling \$ 0.00
 - IV. REPORTS OF OFFICERS
 - A. Presidents' Report:
 - i. Action Item: approval of \$300 school gift
 - ii. Discuss Agenda procedures
 - iii. Discuss back to school Bash
 - B. Executive/Assistant Director
 - C. MATES Board Member
 - D. Staff
 - E. Treasurer
 - i. Review check request procedure
 - F. Communications
 - i. Approval for flyers process
 - ii. Discuss moving comms to parent square
 - G. Auditor



- i. Approve 2022-2023 Audit report
 - H. Parliamentarian
 - I. Programs
 - J. Fundraising
 - K. Volunteer Coordinator
 - L. PR/Social Media
 - M. Technical advisor

- V. NEW BUSINESS
 - A. Secretary Carolina Benavides is resigning from her position.
 - B. Action Item: Nominate and vote for new secretary vacancy positions.

- VI. ONGOING BUSINESS
- VII. ADJOURNMENT