



MCN Executive Board Meeting
Date: Aug 16, 2023; Time: 6:30 pm
Location: Mates MPR room

ATTENDANCE		
<p>Present: President: Robert Wain-ku, Margie Moreno Secretary: Carolina Benavides, Lucia Barlett Auditor: Bing Xu Liu Assistant Director: Kristen Walker Treasurer: Kenton Sowell Staff Representative: Denise Bein Parliamentarian: Janey Choplin Alumni Advisor: Nadia Hefni-Foster Programs Coordinator: Lori Allen, Jennifer Stinert Fundraising Coordinator: Arezou Zaidi, Nancy Melgar Volunteer Coordinator: Veronica Shuler Mates Board Liaison: Kerri Graver Communications Coordinator: Caitilin Shrum PR/Social Media MARKeting: Ashlee Michaelson</p>	<p>Absent: Financial Secretary: Orly Spielberg Technical Advisor: Jamie Stein Volunteer Coordinator: Melani Herrera Communications Coordinator: Devaki Winick</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	<ul style="list-style-type: none"> By Margie Moreno, time 6:37 	
B. Establishment of Quorum	<ul style="list-style-type: none"> Yes 	
C. Mission Statement	<ul style="list-style-type: none"> Read 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from July 12, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved
B. Action Item: Aug 17 Special Executive Board Meeting.	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved
III. FINANCIAL		
A. Action to amend Agenda from June deposits to July deposits.	<ul style="list-style-type: none"> No discussion 	Motion Carried/Approved



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<p>B. Action to amend Agenda fro June payments to July payments.</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried/Approved</p>
<p>C. Action Item: Vote to approve July deposits totalling \$3,129</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried/Approved</p>
<p>D. Action Item: Vote to approve July payments totaling \$ 0.00</p>	<ul style="list-style-type: none"> • No Discussion 	<p>Motion Carried/Approved</p>

IV. REPORT OF OFFICERS

<p>President</p>	<ul style="list-style-type: none"> • no comment • The agenda needs to be uploaded 48hrs before the meeting. • Students agendas circulated for 3, 4th and 5th grade on monday 	<p>Motion Carried/Approved</p>
<p>Executive/Assistant Director</p>	<ul style="list-style-type: none"> • excited for the new school year • volunteer orientation working on it. • PLP community already met • first board meeting • kinder round up with new excited parents and kids • staff development tomorrow: inservice put on by teachers • BSB on Sunday • Kids will be informed of who there new teacher will be on friday. • luncheon on monday for all the staff • coffee first day of school • Aug 31st back to school night 	



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	<ul style="list-style-type: none">• Volunteer orientation sept 7th in am• All MCN members need to fill the volunteer forms every year.• Parent square will be utilized for parent communication.• Core values awards gifts: \$152 and \$527 dollars.• kindergarten fencing covering (grass tech) was installed per fire department recommendations: \$6,200• Art room : new watercolor and markers \$373	
MATES Board Member	<ul style="list-style-type: none">• retreat on Sunday: will assign to different committees.	
Staff	<ul style="list-style-type: none">• All teachers will come back tomorrow (aug 17).• my job is to answer any questions for teachers or bring info to the teachers.	
Treasurer	<ul style="list-style-type: none">• Review check request procedure<ul style="list-style-type: none">○ example showed○ supporting documentation must be shown (ex, receipt)○ Please make sure that receipts only include items purchased for MCN not for home.	
Communications	<ul style="list-style-type: none">• Approval for flyers process:<ul style="list-style-type: none">○ A new form was created by Caitlin Shrum to explained how to send a flier for approval, this was distributed among all the MCN staff.	



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	<ul style="list-style-type: none"> ○ All flyers are submitted to administration on Fridays for the Wednesday folder which will be send via parent square. ○ Discussed marketing planner that will allow better communication for each program. 	
<p>Auditor</p> <ul style="list-style-type: none"> ● ActionItem : Vote to amend the agenda to approve the audit from Jan 1st to June 30th. ● Action Item: vote to approve Audit from Jan 1st to June 30th. 	<ul style="list-style-type: none"> ● No discussion ● All receipts and deposits were evaluated from Jan 1 to June 30th 2023 ● no discrepancies 	<p>Motion Carried/Approved</p> <p>Motion Carried/Approved</p>
<p>Parliamentarian</p>	<ul style="list-style-type: none"> ● No discussion 	
<p>Programs</p>	<ul style="list-style-type: none"> ● BSB: <ul style="list-style-type: none"> ○ run club will do a table with Q Bar codes to sign waivers ○ chair Tania Bond and Courtney Grosslight ○ Chari Art at lunch Leeanne Mackey ● Teacher luncheon monday: <ul style="list-style-type: none"> ○ having a fiesta, taco guy. ○ lunch in the MPR ● Tuesday Boohoo Yahoo: <ul style="list-style-type: none"> ○ coffee 7:00-7:15 ● Welcome social: <ul style="list-style-type: none"> ○ contract sign at figueroa 	
<p>Fundraising</p>	<ul style="list-style-type: none"> ● Item decided for the 300 donation amount to be a lunch box with Mates emblema. 	



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	<ul style="list-style-type: none"> ● Direct donation to start at BSB in MCN table ● Tables on Tuesdays before and after school for donation fundraisers. ● Sept restaurant night <ul style="list-style-type: none"> i. "sweet green" ● Sponsor banners going up on BSB 	
<p>Volunteer Coordinator</p>	<ul style="list-style-type: none"> ● Park playdates went well ● Working with room parents: <ul style="list-style-type: none"> ○ trying to have a meeting before back to school night. ○ trying to get 2 parents per class ● Special education staff budget: <ul style="list-style-type: none"> ○ for teachers and specialist: birthday, holyday ○ "getting to know you" forms are in the MCN file. ● Qbar code for all the signup ready. ● Room parent funds: <ul style="list-style-type: none"> ○ trying to coordinate how to stream the funds 	
<p>PR/Social</p>	<ul style="list-style-type: none"> ● please send all the flyers . ● Will work on keeping up facebook postings. 	
<p>Technical Advisor</p>	<ul style="list-style-type: none"> ● not present. 	
<p>Alumni Advisor</p>	<ul style="list-style-type: none"> ● first meeting sunday ● will discussed with potential events are good for alumni ● Last day of school (2022-2023) 44 graduating high school kids which are part of the pack 	



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walkthrough MATES in front
of classrooms.

V. NEW BUSINESS

<ul style="list-style-type: none">Action Item: Nominate and vote for new secretary vacancy positions.	<ul style="list-style-type: none">Secretary Carolina Benavides is resigning from her position.No discussion	Motion Carried/Approved
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VI. ONGOING BUSINESS

	<ul style="list-style-type: none">None	
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VII. ADJOURNMENT

Meeting Adjourned	<ul style="list-style-type: none">Margie Moreno	
Minutes Compiled by	<ul style="list-style-type: none">7:42	