



MATES Community Network (MCN)

2000 La Granada Dr. Thousand Oaks, CA 91362

MCN Executive Board Meeting
Date: June 7, 2023; Time: 6:00 pm
Location: MATES MPR

ATTENDANCE		
<p>Present: President: Stacey Foster, Margie Moreno Secretary: Andrea Iranpour, Carolina Benavidas Auditor: Bing Xu Liu Assistant Director: Kristen Walker Fundraising: Arezou Zaidi Financial Secretary: Robert Wain-Ku PR/Social: Nadia Hefni-Foster Communications: Candice Santos, Caitlin Shrum Treasurer: Jamie Garnett Sheehan Volunteer Coordinator: Melanie Herrera, Veronica Shuler Technical Advisor: Janey Choplin MATES Board Member: Kerri Graver</p>	<p>Absent: Executive Director: Brenda Olshever Fundraising: Gabby Shibel Programs Coordinators: Valerie Imbriale Parliamentarian: Tamara Summers Teacher Representative: Denise Bain</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 at 6:07 pm 	
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 May 10, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved
III. FINANCIAL		
A. Action Item: Vote to approve 25 May payments totaling \$50,926.12	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved
B. Action Item: Vote to approve 17 May deposits totaling \$43,862.61.	<ul style="list-style-type: none"> No discussion 	Motion Carried/ Approved
C. Expenses and check requests.	<ul style="list-style-type: none"> Overview of process and forms. 	



IV. REPORT OF OFFICERS		91362
<ul style="list-style-type: none"> • President • Action Item: Vote to release teacher supply funds in the amount of \$10,650 • Action Item: Swear in the new 2023/2024 MCN Board Members. 	<ul style="list-style-type: none"> • Teachers will now have funds prior to the school year since they purchase during summer. They will then submit their receipts. • Oath read by Margie and taken by new members 	<p>Motion Carried/ Approved</p> <p>Approved</p>
<p>A. Executive/Assistant Director</p>	<ul style="list-style-type: none"> • Welcome new members. It's a special group to be a part of, fulfilling and valuable. Thank you to outgoing Board members. • Benefit Dinner was awesome, beautiful. Thank you to those who worked to make that happen. • Book Fair was a success and kids enjoyed it. • The end of year video was so great to see • Yearbook looks amazing • Culmination coming up on Friday. The last event of the year. We have enough of volunteers. 	
<p>B. MATES Board Member</p>	<p>Overview of recent Board activity:</p> <ul style="list-style-type: none"> • Approved a resolution for Mrs. Stevens to commemorate her retirement. • Approved Mrs Glazer to continue her education and position of special education. • Approved the \$100,000 MCN check to the school. 	
<p>C. Staff</p>	<ul style="list-style-type: none"> • N/A 	



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<p>D. Communications</p>	<p>MCN Survey Results</p> <ul style="list-style-type: none"> ● Total of 91 responses (compared to about 40 in previous years) ● Parent Empowerment: lots of requests for Zoom or video to see after <ul style="list-style-type: none"> - A lot of suggestions on topics ● Lot of attendance at the events ● Good feedback on Benefit dinner ● Majority of people asked for more Restaurant Nights ● A lot weren't aware of Marketplace – maybe add some in the morning for those that don't come to drop off. ● More communication of what the funds go towards. ● EFolder, ParentSquare and Room Parent emails are the top 3 forms of communication <p>Discussion:</p> <ul style="list-style-type: none"> ● Reaching out directly for volunteers has been helpful ● Look at putting more funds towards Tech ● 5th Grade Culmination: <ul style="list-style-type: none"> - More communication for the Culmination – there was a lot of confusion on if there is a committee, - In years past, some 4th grade parents would help. Teachers would reach out to some of their 4th grade parents. - Possible to create a Committee to plan ahead – add to MCN sign ups. 4th Grade Chair & 5th Grade Liaison 	<p>2000 Le Granada Dr. Thousand Oaks, CA 91362</p>
<p>E. Auditor</p>	<ul style="list-style-type: none"> ● N/A 	
<p>F. Parliamentarian</p>	<ul style="list-style-type: none"> ● N/A 	
<p>G. Programs</p>	<ul style="list-style-type: none"> ● N/A 	



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I. Fundraising	<ul style="list-style-type: none"> ● N/A 2000 La Granada Dr. Thousand Oaks, CA 91362 	
J. Volunteer Coordinator	<ul style="list-style-type: none"> ● Kinder Mentor sign ups - Passed around sign up sheet ● 2 Park Playdates this summer 	
K. PR/Social	<ul style="list-style-type: none"> ● Will do one last push for School Supplies. Deadline is July 1. 	
V. NEW BUSINESS		
	<ul style="list-style-type: none"> ● July 12 meeting will be at Rob's house at 6pm – he will send out a reminder. ● For new members: Margie will reach out to confirm if you want to use your personal email or an MCN email. 	
VI. ONGOING BUSINESS		
	<ul style="list-style-type: none"> ● None 	
VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none"> ● 6.49pm 	
Minutes Compiled by	<ul style="list-style-type: none"> ● Andrea Iranpour 	