



**MCN Executive Board Meeting**  
**Date: May 10, 2022; Time: 6:30 pm**  
**Location: MATES MPR**

ATTENDANCE		
<p><b>Present:</b>            President: Robert Wain-ku            Secretary: Carolina Benavides            Auditor: Bing Xu Liu            Assistant Director: Kristen Walker            Treasurer: Kenton Sowell            Staff Representative: Denise Bein            Technical Advisor: Jamie Stein            Parliamentarian: Janey Choplin            Alumni Advisor: Nadia Hefni-Foster            Programs Coordinator: Lori Allen            Fundraising Coordinator: Arezou Zaidi, Nancy Melgar            Volunteer Coordinator: Melani Herrera, Veronica Shuler            Communications Coordinator: Devaki Winick            PR/Social Media Marketing: Ashlee Michaelson            Mates Board Liaison: Kerri Graver</p>	<p><b>Absent:</b>            President: Margie Moreno            Secretary: Lucia Barlett            Financial Secretary: Orly Spielberg            Programs Coordinator: Jennifer Stinert            Communications Coordinator: Caitilin Shrum</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	<ul style="list-style-type: none"> <li>By Stacey Foster at 6:38 pm</li> </ul>	
B. Establishment of Quorum	<ul style="list-style-type: none"> <li>Yes</li> </ul>	
C. Mission Statement	<ul style="list-style-type: none"> <li>Read</li> </ul>	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from April 5, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> <li>No discussion</li> </ul>	Motion Carried/Approved
B. Action Item: Vote to approve minutes from May 2, 2023 MCN Special Meeting.	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	Motion Carried/Approved
III. FINANCIAL		
A. Action to amend the agenda: remove to correct April deposits to \$15,547.48 and expenses to \$1815.06	<ul style="list-style-type: none"> <li>No discussion</li> </ul>	Motion Carried/Approved



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B. Action Item: Vote to approve April payments totaling \$1,815.06

- No discussion

Motion Carried/Approved

C. Action Item: Vote to approve April deposits totaling \$15,547.48.

- No discussion

Motion Carried/Approved

## IV. REPORT OF OFFICERS

- President**

- Excited about closing the year.

- Action Item: Vote to release \$300 monthly cash gift to school.

- No discussion.

Motion Carried/Approved

- Action Item: Vote to release \$4,000 for library funds.

- No discussion.

Motion Carried/Approved

- Action Item: Vote to release \$750 for core value funds

- No discussion

Motion Carried/Approved

- Action Item: Approve performing arts camera wish list item in the amount of \$5,099

- No discussion

Motion Carried/Approved

- Action Item: Vote on proposed bylaw updates.

- Change of wording in section B email to the word "mail".
- Section D forgot to add wording to appoint alumni for article 5.
- Remove from the president section: "need to sign all checks".
- Remove page 11 section 9, letter D, This is no longer is not part of communication task, is now part of social media.

Motion Carried/Approved

- Discuss changing when to release teacher classroom funds.

- Consider changing the release of classroom funds to the teachers from the beginning of the school year to the end of the school



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<ul style="list-style-type: none"> <li>• Discuss book fair funds.</li> <li>• Budget meeting</li> </ul>	<ul style="list-style-type: none"> <li>• year. The reason for the change is that teachers have most of their expenses during the summer prior to school starting. They will be able to submit their receipts and be reimbursed earlier.</li> <li>• After evaluating the total kids within the last years in the PLP program, will fund 20 kids. If all the funds are not used due to fewer kids within the program, this money will be donated to the general school fund.</li> <li>• Will discuss the actual amount to be donated in the next MCN meeting.</li> <li>• petty cash for book fair.</li> <li>• Cash box request form to obtain cash money.</li> <li>• \$200 is being withdrawn for the funds.</li> <li>• Budget meeting is scheduled for 5/19/23.</li> <li>• \$25 per student.</li> <li>• 20 PLP students .</li> <li>• Extra money rolls over.</li> </ul>	
<p><b>A. Executive/Assistant Director</b></p>	<ul style="list-style-type: none"> <li>• The annual programmatic audit went well.</li> <li>• The staff greatly appreciated all the food and gifts during teachers week.</li> <li>• The volunteer “tea” this am, went well. Thank you for volunteering.</li> <li>• draft of year book looking great</li> <li>• Looking for open house</li> </ul>	



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"> <li>Looking forward to the benefit dinner.</li> </ul>	
<p><b>B. MATES Board Member</b></p>	<ul style="list-style-type: none"> <li>We reviewed our LCAP, marked our progress and funding. parent participation.</li> <li>Listen to our candidates' statements: 3 people for 2 positions.</li> <li>Hiring a new teacher for 1st grade.</li> <li>New psychologist starting in the fall.</li> <li>Trying to figure out when we can start the TK program.</li> <li>I'm looking forward to Friday night (benefit dinner).</li> </ul>	
<p><b>C. Staff</b></p>	<ul style="list-style-type: none"> <li>Staff appreciation week was great.</li> <li>Highlight of the appreciation week: the notes from the parents.</li> <li>Sate tasting coming: next week</li> <li>Several staff members coming to the benefit dinner.</li> </ul>	
<p><b>D. Communications</b></p>	<ul style="list-style-type: none"> <li>Update on MCN survey:             <ul style="list-style-type: none"> <li>Survey went out today. Video is almost done. need list with all the sponsors.</li> </ul> </li> <li>Update on End of year video.             <ul style="list-style-type: none"> <li>Need pictures of objects that were purchased for the school.</li> </ul> </li> </ul>	
<p><b>E. Auditor</b></p>	<ul style="list-style-type: none"> <li>No new info</li> </ul>	
<p><b>F. Parliamentarian</b></p>	<ul style="list-style-type: none"> <li>No comment</li> </ul>	
<p><b>G. Programs</b></p>	<ul style="list-style-type: none"> <li>Parent empowerment night was a great success. 25 people attended.</li> </ul>	



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<p>I. Fundraising</p>	<ul style="list-style-type: none"> <li>• final craziness of benefit dinner. Everything is going well.</li> <li>• Budget doing well.</li> <li>• setup Friday at 12:00.</li> <li>• The bar outside takes credit cards.</li> <li>• 205 tickets sold.</li> <li>• party \$1800 already raised</li> </ul>	
<p>J. Volunteer Coordinator</p>	<ul style="list-style-type: none"> <li>• Yearbook: we added some money to account for the teachers' yearbooks.</li> <li>• We have \$805 dollars with in the Tree ring account front the yearbook sales. After discussing it, a decision was made to ask the tree ring to make a cash payment to MATES.</li> <li>• first request for a mentor for a kindergarten new family.</li> <li>• Kindergarten new family meetings scheduled for: July 16 from 10-12pm and Aug 13 2-4pm, @ oldmedows park.</li> </ul>	
<p>K. PR/Social</p>	<ul style="list-style-type: none"> <li>• It has been busy these last couple weeks.</li> <li>• Encourage the next year team to schedule ahead and obtain the information of what needs to tag earlier from the program chair.</li> </ul>	
<p><b>V. NEW BUSINESS</b></p>		
	<ul style="list-style-type: none"> <li>• none</li> </ul>	
<p><b>VI. ONGOING BUSINESS</b></p>		
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>VII. ADJOURNMENT</b></p>		
<p>Meeting Adjourned</p>	<ul style="list-style-type: none"> <li>• 7:47 pm</li> </ul>	
<p>Minutes Compiled by</p>	<ul style="list-style-type: none"> <li>• Carolina Benavides</li> </ul>	



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