



MCN Executive Board Meeting
Date: September 13, 2023; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Margie Moreno, Robert Wain-Ku Programs: Jen Steinert, Lori Allen Fundraising: Arezou Zaidi, Nancy Melgar Treasurer: Kenton Sowell Communications: Caitlin Shrum, Devaki Winick PR/Social Media: Ashlee Michaelson Financial Secretary: Shannon Savage-Howie Secretary: Lucia Bartlett, Katie Wade Volunteer Coordinator: Veronica Shuler, Melanie Herrera Assistant Director: Kristen Walker Teacher Representative: Denise Bain Technical Advisor: Jamie Stein	Absent: Auditor: Bing Xu Liu Parliamentarian: Janey Choplin Executive Director: Brenda Olshever Mates Board Member: Kerri Graver Alumni Advisor: Nadia Hefni Foster	
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 6:33 pm 	
B. Establishment of Quorum	<ul style="list-style-type: none"> Yes 	
C. Mission Statement	<ul style="list-style-type: none"> Read Aloud 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from August 16, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
III. FINANCIAL		
<ul style="list-style-type: none"> Action Item: Vote to approve August 2023 checks totalling \$5,572 	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
<ul style="list-style-type: none"> Action Item: Vote to approve August 2023 deposits totalling \$8,464 	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
IV. REPORT OF OFFICERS		
A. President	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved



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<ul style="list-style-type: none"> Action Item: Approval of nomination of Katherine Wade Action Item: Approve Art at Lunch T-shirt for \$1,476.83 	<ul style="list-style-type: none"> No money is made from the purchase of Art and Lunch tshirts. Dr. Walker added that we can make new shirts each year or we can opt to use the same tshirt design again. 	<p>Motion Carried & Approved</p>
<p>B. Executive/Assistant Director</p>	<ul style="list-style-type: none"> The schools was sad not to have a Back to School Bash Great First Day of School Staff appreciated the Welcome Back lunch on the Monday before school started. Boohoo/Yahoo coffee was well attended. Parent Night Out was a success. Run Club kicked off with great attendance. Kids and Parents enjoyed the morning. The school purchased many useful supplies with MCN donations <ul style="list-style-type: none"> 3D printers/supp. \$847.78 Ezy-ups \$972.08 Art Room Setup \$756.96 Art - Fri. Focus \$53.90 Duplicator \$6,500.00 Ezy-up (replacement tops) \$202.15 	
<p>C. MATES Board Member</p>	<ul style="list-style-type: none"> No discussion 	
<p>D. Staff</p>	<ul style="list-style-type: none"> Staff really appreciated lunch before the start of school Parents Night Out was well attended by staff Special Education staff appreciate that donations have been collected for birthdays and other gifts. 	
<p>E. Communications</p>	<ul style="list-style-type: none"> No Discussion 	
<p>F. Auditor</p>	<ul style="list-style-type: none"> No Discussion 	
<p>G. Parliamentarian</p>	<ul style="list-style-type: none"> No Discussion 	



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H. Programs

- Action Item: Approval of Movie Night screen contract for \$1050 with FunFlix
- Action Item: Approval of Patti Fitzgerald for student assembly and parent empowerment night

- No Discussion
- Decision will be tabled until next meeting
- Movie Night date has changed to October 20th
- Suggested to keep movie screen on longer after the movie so people can see.
- Board discussed possibilities for fundraising at movie night (VIP area, raffle, etc.)
- Board received clarification on Music Night from Mr. LaGuardia:
 - 25 minute rotations with a concluding music performance at the end of the day
 - majority of performers are parents or friends of Mates
 - evening show will allow for 220 free tickets for parents and students & on zoom
 - suggested to sell concessions at the evening show
- Figueroa Brewing said they would do a restaurant night with us again. The board agreed they were easy to work with.
- Art at Lunch is in need of volunteers.

Motion Carried & Approved

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I. Fundraising

Direct Donation Progress:



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- Sponsorships are over \$20,000 which is double that of what it was last year.
- Direct Donations are low in terms of Family Participation, but still coming in.
- Team discussed strategies to encourage participation such as an updated thermometer, class participation updates, and putting hearts up now.

Restaurant Nights:

- Sweet Fin is coming up 9/18-9/22
- 507 Coffee Bar for October - 20% back on purchases

Family Photo Days Update:

- Studio Photographer - October 21/22nd \$125 per family with the same contractual agreement as last year. 50% of proceeds comes back to the school.
- Fun Run is coming up and volunteers will be needed for water station and people to mark the number of laps.

J. Volunteer Coordinator

- Room Parent Meeting was successful. They have their rosters and what they need to communicate with parents.
- Room parent email will include links for volunteering for Art at Lunch, numbers of direct donation, pictures, etc.
- Will be working on Fun Run volunteers
- Social Media looking to create a short video of volunteers in order to encourage others to volunteer

K. PR/Social Media

- Facebook has more followers than Instagram. People are seeing posts



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Technical Advisor	in 2000 La Granada Dr. Thousand Oaks, CA 91362	
Alumni Advisor	Moms of Mates the most out of all social media platforms. <ul style="list-style-type: none">• No Discussion• Class of 2023 premiddle school reunion was a success. Mates alumni from all 3 Conejo middle schools are interested in leadership opportunities to volunteer at Mates programs and events.	
V. NEW BUSINESS		
	<ul style="list-style-type: none">• No Discussion	
VI. ONGOING BUSINESS		
	<ul style="list-style-type: none">• No Discussion	
VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none">• 8:06 pm	
Minutes Compiled by	<ul style="list-style-type: none">• Lucia Bartlett	