



**Executive Board Meeting**  
**Date: January 10, 2024; Time: 6.30pm**  
**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 December 6, 2023 MCN Executive Board Meeting

- III. FINANCIAL
  - A. Action Item: Vote to approve December payments totaling \$5,912
  - B. Action Item: Vote to approve December deposits totaling \$7,005
  - C. Action Item: Vote to release funds for monthly cash gift of \$300 to the school for the month of January 2024

- IV. REPORTS OF OFFICERS
  - A. Presidents' Report
    - i. Board Role Review
  - B. Executive/Assistant Director
  - C. MATES Board Member
  - D. Staff
  - E. Treasurer
  - F. Communications
  - G. Auditor
  - H. Parliamentarian
  - I. Programs
  - J. Fundraising
  - K. Volunteer Coordinator
  - L. PR/Social Media
  - M. Technical advisor



- N. Alumni Advisor
  
- V. NEW BUSINESS
- VI. ONGOING BUSINESS
- VII. ADJOURNMENT