



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

ATTENDANCE		
<b>Present:</b> President: Robert Wain-Ku Programs: Lori Allen, Jennifer Steinert Fundraising: Nancy Melgar, Arezou Zaidi Communications: Caitlin Shrum Treasurer: Kenton Sowell Financial Secretary: Shannon Savage-Howie Secretary: Lucia Bartlett, Katie Wade Parliamentarian: Janey Choplin Assistant Director: Kristen Walker MATES Board Member: Kerri Graver Alumni Advisor: Nadia Hefni Foster	<b>Absent:</b> President: Margie Moreno Communications: Devaki Winick PR/Social Media: Ashlee Michaelson Auditor: Bing Xu Liu Volunteer Coordinator: Melanie Herrera, Veronica Shuler Technical Advisor: Jamie Stein Executive Director: Brenda Olshever Teacher Representative: Denese Bain	
Agenda Item	Discussion/Recommendations	Status
<b>I. OFFICIAL OPENING OF THE MEETING</b>		
A. Call to order	<ul style="list-style-type: none"> <li>By Robert Wain-Ku at 6:06 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 aloud by Kristen Walker</li> </ul>	
<b>II. APPROVAL OF THE MINUTES</b>		
A. <b>Action Item:</b> Vote to approve minutes from November 8, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	Motion Carried & Approved
<b>III. FINANCIAL</b>		
A. <b>Action Item:</b> Vote to approve November 2023 payments totalling \$49,912	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve November 2023 deposits totalling \$66,971	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	Motion Carried & Approved
C. <b>Action Item:</b> Vote to release funds		



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i. Monthly cash gift to school \$300 (December)

- No Discussion

Motion Carried & Approved

**IV. REPORT OF OFFICERS**

**A. President**

- School Committee Opportunity
- January MCN Meeting moved to 1/10/2024 due to Talent Show
- MCN Holiday Celebration

- Discussion: Opportunity for members to participate in the planning of acknowledging and celebrating Brenda Olshever's retirement along with school staff. This would include the longevity assembly on June 4, 2024, the auction, and any other end-of-year plans. A dedication is also being planned for the yearbook.
- Discussion: Date confirmed with committee.
- Discussion: We are excited to celebrate an incredible and successful first half of the year tonight! Margie is sad she could not be here.

**B. Executive/Assistant Director**

- Report Cards came out. Reminders to meet with teachers if there are any concerns.
- Camarillo Christmas Parade this Saturday, December 9, 2023. There are many new band students that will be performing for the first time. Please come out and support them.
- Rams Day is December 14, 2023. There will be an assembly and then children will be going out to do drills and activities with the team. The program is designed for elementary students and everyone is very excited.
- Julia Storm assembly was successful and provided a lot of great information.



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	<ul style="list-style-type: none"> <li>• The Talent Show is coming up in January.</li> <li>• Tours for Open Enrollment start in January. It is nice to have MCN members join each tour to represent the parent involvement aspect of MATES, explain what MCN does, and hand out fliers. There will be 7 tours with 1 bilingual tour. We will create a SignUp Genius for MCN members participation.</li> <li>• Thank you for the November Teacher Gift Donation. \$8,443.39 was donated from the Fun Run. (No funds were spent in the month of December from the monthly gift.)</li> </ul>	
<p><b>C. MATES Board Member</b></p>	<ul style="list-style-type: none"> <li>• Brenda Olshever Retirement announcement.</li> <li>• Discussed salary ranges for the new executive director, etc. Plan for 5% raise to be given to staff across the board.</li> <li>• Approval of new policies</li> <li>• Plan to replace hydration stations</li> <li>• Released budget</li> <li>• Reviewing Climate Survey questions</li> <li>• Long term planning for the PLP program amidst declining enrollment. 7 students are needed to break even. This is an ongoing discussion for planning.</li> <li>• Next meeting December 18, 2023</li> </ul>	
<p><b>D. Staff</b></p>	<ul style="list-style-type: none"> <li>• No Discussion</li> </ul>	
<p><b>E. Treasurer</b></p>	<ul style="list-style-type: none"> <li>• A new auditor had to be hired this year. Ultimately, all of the records need to be uploaded to the Drive.</li> </ul>	
<p><b>F. Communications</b></p>	<ul style="list-style-type: none"> <li>• No Discussion</li> </ul>	
<p><b>G. Auditor</b></p>	<ul style="list-style-type: none"> <li>• No Discussion</li> </ul>	



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## H. Parliamentarian

- Jelyn Lu is going to help recruit

## I. Programs

- Excited for Rams Day. This has been a long time coming, we have been trying for 3 years to have them at MATES.
- There is no Chairperson for Women in History, but there is an interested party, so the plan is for them to work as a committee.
- Talent Show is coming in January
- Trying to confirm a Chairperson for International Night.

## J. Fundraising

- APEX Fun Run update:
  - o \$83,275.19 gross
  - o \$48,229.61 net
- Restaurant Night
  - o Little Calf Creamery  
Wednesday, December 20, 2023
- A committee has been started for the Gala and will be meeting starting in January.
- Confirmed February 3, 2024 for Kids Night/Parents Night Out at Victory Gymnastics.
- January Restaurant Night: No specifics yet

## K. Volunteer Coordinator

- No Discussion

## L. PR/Social Media

- No Discussion

## M. Technical Advisor

- No Discussion



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## N. Alumni Advisor

- Friendsgiving was a success, 75 people attended the family-style event gathering for 2023 students
- PAC meeting was rescheduled. Plan to discuss other events to bring alumni back at the future PAC meeting.

## V. NEW BUSINESS

- No discussion

## VI. ONGOING BUSINESS

- No Discussion

## VII. ADJOURNMENT

### Meeting Adjourned

- 6:42 pm

### Minutes Compiled by

- Katie Wade