



MCN Executive Board Meeting
Date: January 10, 2024; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Robert Wain-Ku, Margie Moreno Programs: Lori Allen, Jennifer Steinert Fundraising: Nancy Melgar, Arezou Zaidi Communications: Caitlin Shrum Financial Secretary: Shannon Savage-Howie Auditor: Bing Xu Liu Secretary: Katie Wade Parliamentarian: Janey Choplin Volunteer Coordinator: Veronica Shuler Assistant Director: Kristen Walker Teacher Representative: Denise Bain MATES Board Member: Kerri Graver Alumni Advisor: Nadia Hefni Foster	Absent: Communications: Devaki Winick PR/Social Media: Ashlee Michaelson Treasurer: Kenton Sowell Secretary: Lucia Bartlett Volunteer Coordinator: Melanie Herrera Technical Advisor: Jamie Stein Executive Director: Brenda Olshever	
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 6:31 pm 	
B. Establishment of Quorum	<ul style="list-style-type: none"> Yes 	
C. Mission Statement	<ul style="list-style-type: none"> Read aloud by Kristen Walker 	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve minutes from December 6, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve December 2023 payments totalling \$5912	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved



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- B. **Action Item:** Vote to approve December 2023 deposits totalling \$7005
- C. **Action Item:** Vote to release funds
 - i. Monthly cash gift to school \$300 (January 2024)

- No Discussion
- No Discussion

Motion Carried & Approved

Motion Carried & Approved

IV. REPORT OF OFFICERS

A. President

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- Board Role Review

- Discussion: Welcome Back! We had a great 1st half of the school year and we are excited for the jam-packed 2nd half of the year. This is going to take a village and we are all here for each other and are excited for what is to come.
- Discussion: A sign-up sheet was passed around to show interest in continuing with current board roles (terms are 2-years, but no one is forced to continue if unable or uninterested). Please also review board role descriptions (copies handed out) and provide edits as necessary. Bylaws were updated last year and only need to be reviewed every other year.

B. Executive/Assistant Director

- We had an awesome Rams Day assembly. We weren't sure what to expect right up to the last minute, but it was a great success!
- The students had a successful and fun sing-a-long the last day before winter break.
- The Talent Show is coming next week, including a fun teacher/staff act.
- Winter Art Gallery is coming up in a couple of weeks.



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- Open Enrollment starts this Friday, January 12, 2024, and will run through February 23, 2024. Notes went out in the Wednesday folder today to notify parents with incoming siblings. The first school tour will be held tomorrow, there will be a few slides about the MCN in the presentation, please be prepared to share a few words if you are signed up to attend. We still need a volunteer for the February 22, 2024 tour. Also feel free to buddy up with tours if you have availability to attend.
- Thank you for the December Teacher Gift Donation. Money used went towards the following:
 - Art Room Setup (storage bins): \$65.70
 - PE Supplies: \$138.39
 - 4th Grade Gold Rush: \$910.02
 - **Total: \$1,114.11**

C. MATES Board Member

- Posters are being placed around the community to advertise Open Enrollment and promote diversity (grocery stores, laundromats, preschools, libraries, etc.). Please take some and post as you are able (always with permission, with emphasis that we are representing a free, public education). There will be a Slack link to keep track of where posters are placed.
- Board is working on filling the Executive Director position. Applications are being reviewed and interviews are starting soon.
- There continues to be ongoing discussion regarding the PLP and TK programs and the future of either.



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<p>D. Staff</p>	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"> We are sending 8 teachers to a conference in Las Vegas which is partially afforded through MCN funds-thank you! The teachers will bring back what they learn and will share with all staff at an upcoming staff development day. 	
<p>E. Treasurer</p>	<ul style="list-style-type: none"> No Discussion 	
<p>F. Communications</p>	<ul style="list-style-type: none"> Thank you for timely submission of upcoming fliers. 	
<p>G. Auditor</p>	<ul style="list-style-type: none"> Need to know the deadline for the auditor to present the report to the Board. Margie Moreno will get the date. 	
<p>H. Parliamentarian</p>	<ul style="list-style-type: none"> There is still no nominating committee volunteers, we need help finding people. Plan to present an all-call and include information in upcoming Room Parent emails. The nominating committee has been reduced to the minimum allowed and the commitment is minimal for volunteers that step up. 	
<p>I. Programs</p>	<ul style="list-style-type: none"> Rams Day was a real success and the kids were very excited. Talent Show next week. Colina volunteers will be there to hand out popcorn for the first hour of the evening shows. There will be 3 days of the Talent Show with performances at 10a and 7p each day. Next month is the Winter Art Gallery. Many great artists will be coming with various expertise.. There are plenty of volunteers signed up to help. STEAM Night is coming February 29, 2024. Will plan to coordinate having food available for order from Mouthful Eatery. There is a committee in place now for International Night. 	



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<p>J. Fundraising</p>	<ul style="list-style-type: none"> Benefit auction and dinner committee will be meeting in the next week to begin plans. There will be an auction letter and donation form coming soon to begin collecting auction items. Kids Night coming at Victory Gymnastics February 3, 2024 from 5-8pm. We need parent volunteers in addition to the Victory staff, we will generate a sign-up genius. Plan to charge \$25/kid. There is also a \$1000 line item budget set for the event that should cover costs. Toppers Night was the biggest restaurant fundraiser to date with \$460 going back to MATES. Little Calf was a successful restaurant night, no final fundraising numbers yet. We are currently waiting for contracts for music speakers and flowers at the Benefit Dinner. There is ongoing discussion for ways to honor Ms. Olshever at the Benefit Dinner with video/slideshows/etc. Next Restaurant Night fundraiser is January 24, 2024 at Tiki Taco. This will be an all day fundraiser with 20% going back to MATES. 	
<p>K. Volunteer Coordinator</p>	<ul style="list-style-type: none"> Will draft a parent email this week for January and February that will include SignUp Genius links for upcoming volunteer opportunities. 	
<p>L. PR/Social Media</p>	<ul style="list-style-type: none"> Canned Food Drive for the Cal Lutheran Food Pantry at STEAM Night Tiki Taco Restaurant Night STEAM Night Talent Show Kids Night at Victory 	
<p>M. Technical Advisor</p>	<ul style="list-style-type: none"> No Discussion 	



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N. Alumni Advisor

- No Discussion

V. NEW BUSINESS

- No discussion

VI. ONGOING BUSINESS

- No Discussion

VII. ADJOURNMENT

Meeting Adjourned

- 7:20 pm

Minutes Compiled by

- Katie Wade