



**MCN Executive Board Meeting**  
**Date: November 8, 2023; Time: 6:30 pm**  
**Location: MATES MPR**

ATTENDANCE		
<p><b>Present:</b>            President: Robert Wain-Ku, Margie Moreno            Programs: Lori Allen, Jennifer Steinert            Fundraising: Nancy Melgar, Arezou Zaidi            Communications: Caitlin Shrum, Devaki Winick            PR/Social Media: Ashlee Michaelson            Treasurer: Kenton Sowell            Auditor: Bing Xu Liu            Secretary: Lucia Bartlett            Parliamentarian: Janey Choplin            Volunteer Coordinator: Melanie Herrera            Assistant Director: Kristen Walker            Teacher Representative: Denise Bain            MATES Board Member: Kerri Graver            Alumni Advisor: Nadia Hefni Foster</p>	<p><b>Absent:</b>            Treasurer: Kenton Sowell            Financial Secretary: Shannon Savage-Howie            Secretary: Katie Wade            Volunteer Coordinator: Veronica Shuler            Technical Advisor: Jamie Stein            Executive Director: Brenda Olshever</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	• At 6:35pm	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Kristen Walker	
II. APPROVAL OF THE MINUTES		
A. <b>Action Item:</b> Vote to approve minutes from October 11, 2023 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. <b>Action Item:</b> Vote to approve October 2023 payments totalling \$11,448	• No Discussion	Motion Carried & Approved
B. <b>Action Item:</b> Vote to approve October 2023 deposits totalling \$30,022	• No Discussion	Motion Carried & Approved
C. <b>Action Item:</b> Vote to release funds		
i. Monthly cash gift to school \$300 (November)	• No Discussion	Motion Carried & Approved



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<p>ii. Teacher portion of the APEX Fun Run totalling \$844.39</p>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	<p>Motion Carried &amp; Approved</p>
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**IV. REPORT OF OFFICERS**

<p><b>A. President</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Discussion: Holiday Dinner Location will be Figueroa Mountain Brewery. Meeting will be at 6pm with dinner to follow</li> <li>Discussion: Procedure Updates: please make sure to follow deadlines regarding communications, agendas, etc. All updates are due the Friday before the monthly meeting. All contracts have been updated to drive including financial reports from Slack. This will allow for comparison in the future.</li> </ul>	
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<p><b>B. Executive/Assistant Director</b></p>	<ul style="list-style-type: none"> <li>Music Day was incredible. The students were exposed to a variety of music. The night event was really well attended and was a great opportunity for parents and students.</li> <li>Street Fair - talks about open enrollment. Tours will start in January/February of 2024.</li> <li>The Book Fair was amazing.</li> <li>Parent and Teacher Conferences were last month.</li> <li>California Shake Out drill was last month.</li> <li>Movie Night was amazing. There were so many families in attendance.</li> <li>APEX went really well. The students loved it. They really enjoyed the lessons that APEX teaches in the classroom.</li> <li>Field Trips - 1st grade to the Pumpkin Patch/Farm and 4th grade to the Chumash Museum.</li> </ul>	
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	<ul style="list-style-type: none"> <li>● Thank you to the MCN for making all the events happen.</li> <li>● Thank you for the November Teacher Gift Donation. Money used went towards the following:             <ul style="list-style-type: none"> <li>○ Playground Supplies: \$198.28</li> <li>○ Art Room Setup (Storage Bins): \$62.58</li> <li>○ Ezy-Ups (replacement tops): \$498.71</li> <li>○ <b>Total: \$759.57</b></li> </ul> </li> </ul>	
<p><b>C. MATES Board Member</b></p>	<ul style="list-style-type: none"> <li>● Expressed appreciation for all of the things MCN has done this month</li> <li>● Continued work on opening a TK. Parents and administrators are speaking at the Board Meetings each month</li> </ul>	
<p><b>D. Staff</b></p>	<ul style="list-style-type: none"> <li>● Reminded the Board she is happy to get whatever is needed from teachers (ie. class pictures). It worked out well for her to get all the class pictures for APEX.</li> </ul>	
<p><b>E. Communications</b></p>	<ul style="list-style-type: none"> <li>● Please use blue painters tape to hang posters around school. If you put posters up, please be sure to take posters down after the event.</li> </ul>	
<p><b>F. Auditor</b></p>	<ul style="list-style-type: none"> <li>● No Discussion</li> </ul>	
<p><b>G. Parliamentarian</b></p>	<ul style="list-style-type: none"> <li>● Starting recruiting process</li> </ul>	
<p><b>H. Programs</b></p>	<ul style="list-style-type: none"> <li>● Ideas for getting more volunteers: Tables for sign-ups, utilizing tvs at events with pictures, personal touch with personal invitations, social media push with the sign-up genius link included.</li> </ul>	



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	<p>2000 La Granada Dr. Thousand Oaks, CA 91362</p> <ul style="list-style-type: none"> <li>All of the events for the remainder of the year have Chairs and/or teams in place.</li> <li>564 people attended Movie Night</li> <li>Talent Show will be January 17, 18, and 19th at 10:30AM and the show each evening will be at 7pm.</li> </ul>	
<p><b>I. Fundraising</b></p>	<ul style="list-style-type: none"> <li>507 Coffee Shop Fundraiser: \$110. The owner is happy to partner for future fundraising.</li> <li>Family Photo Days: \$1350 to MATES. Families were happy with photos.</li> <li>APEX Fun run Update: \$82,275.19 gross and \$48,229.61 net             <ul style="list-style-type: none"> <li>In addition, some families decided to donate directly, so the Board needs to check Tithley and the box in the office.</li> <li>Shirts for the Fun Run turned out great.</li> </ul> </li> <li>Toppers Night is coming up on November 29th.</li> <li>Parents Night Out at Victory is being scheduled for February.</li> </ul>	
<p><b>J. Volunteer Coordinator</b></p>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<p><b>K. PR/SOCIAL MEDIA</b></p>	<ul style="list-style-type: none"> <li>Continue sending links</li> </ul>	
<p><b>L. TECHNICAL ADVISOR</b></p>	<ul style="list-style-type: none"> <li>No Discussion</li> </ul>	
<p><b>M. ALUMNI ADVISOR</b></p>	<ul style="list-style-type: none"> <li>Annual Friendsgiving of MATES alumni coming up.</li> <li>Continuing to promote events amongst alumni.</li> <li>Discussion about Alumni Events needing a budget. The Board discussed that the hospitality</li> </ul>	



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	budget should cover alumni needs for now.	
	<ul style="list-style-type: none"><li>Alumni Reps started the year of 2020. Discussion about how people are added to the lists for ongoing communication.</li></ul>	
<b>V. NEW BUSINESS</b>		
	<ul style="list-style-type: none"><li>No discussion</li></ul>	
<b>VI. ONGOING BUSINESS</b>		
	<ul style="list-style-type: none"><li>No Discussion</li></ul>	
<b>VII. ADJOURNMENT</b>		
<b>Meeting Adjourned</b>	<ul style="list-style-type: none"><li>7:45 pm</li></ul>	
<b>Minutes Compiled by</b>	<ul style="list-style-type: none"><li>Katie Wade</li></ul>	