



MCN Executive Board Meeting
Date: October 11, 2023; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
<p>Present: President: Robert Wain-Ku Programs: Lori Allen Fundraising: Nancy Melgar Communications: Caitlin Shrum Treasurer: Kenton Sowell Financial Secretary: Shannon Savage-Howie Secretary: Lucia Bartlett, 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</p>	<p>Absent: President: Margie Moreno Programs: Jennifer Steinert Fundraising: Arezou Zaidi Communications: Devaki Winick Auditor: Bing Xu Liu Volunteer Coordinator: Melanie Herrera Technical Advisor: Jamie Stein Executive Director: Brenda Olshever</p>	
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	<ul style="list-style-type: none"> By Robert Wain-Ku at 6:30 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 July 17, 2023 MCN Executive Board Special Meeting	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
B. Action Item: Vote to approve minutes from September 13, 2023 MCN Executive Board Meeting	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved
C. Action Item: Vote to approve minutes from October 2, 2023 MCN Executive Board Special Meeting	<ul style="list-style-type: none"> No Discussion 	Motion Carried & Approved



III. FINANCIAL

<p>A. Action Item: Vote to approve September 2023 payments totalling \$6267</p>	<ul style="list-style-type: none"> No Discussion 	<p>Motion Carried & Approved</p>
<p>B. Action Item: Vote to approve September 2023 deposits totalling \$60,194</p>	<ul style="list-style-type: none"> No Discussion 	<p>Motion Carried & Approved</p>
<p>C. Action Item: Vote to release funds</p> <ul style="list-style-type: none"> i. Monthly cash gift to school \$300 (September) ii. Monthly cash gift to school \$300 (October) iii. Library Funds to school \$4000 	<ul style="list-style-type: none"> No Discussion No Discussion No Discussion 	<p>Motion Carried & Approved Motion Carried & Approved Motion Carried & Approved</p>

IV. REPORT OF OFFICERS

<p>A. President</p> <ul style="list-style-type: none"> Action Item: Approve commitment/contract to 1st Day School Supplies for 2024/2025 school year 	<ul style="list-style-type: none"> Discussion: possibility of using this as a school fundraiser, decision made to leave as a good service for the school. Discussion: possibility of adding a labeling service offered by 1st Day School Supplies. We also use Label Daddy and do not want to create a conflict of interest 	<p>Motion Carried & Approved</p>
<p>B. Executive/Assistant Director</p>	<ul style="list-style-type: none"> Art at Lunch and Run Club are well attended and successful Thank you to everyone for the success of the Direct Donation Excited for Music Day tomorrow and excited to see how the first evening program goes. The Book Fair has arrived and just needs to be set up. Kids are looking forward to it. Teachers had the APEX huddle on Tuesday 10/10, so they are prepared in advance. Movie Night is around the corner and the kids are excited. 	



MATES Community Network (MCN)

	<ul style="list-style-type: none"> • The 2000 La Granada Dr. Thousand Oaks, CA 91362 Street Fair is this weekend and the school will have a booth. • Thank you for the October Teacher Gift Donation. Money used went towards the following: <ul style="list-style-type: none"> ○ Art Supplies: \$281.22 ○ Popcorn Machine Part: \$69.00 ○ Total: \$350.22 	
<p>C. MATES Board Member</p>	<ul style="list-style-type: none"> • The Board Members recently had a retreat. They learned about governance and reassigned committees • Discussion regarding having an MCN member present at board meetings. All MCN executive board members are invited to attend the Board meetings to represent our board. 	
<p>D. Staff</p>	<ul style="list-style-type: none"> • No Discussion 	
<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"> • Discussion of election process 	
<p>H. Programs</p>	<ul style="list-style-type: none"> • Music Day: <ul style="list-style-type: none"> ○ 160 tickets for Music Night already taken, may be additional tomorrow ○ Mariachi band will be coming during the day ○ Review of performers for students at daytime and nighttime shows ○ Volunteer spots are filled 	<p>Motion Carried</p>



MATES Community Network (MCN)

<ul style="list-style-type: none"> ● Action Item: Approve increasing Music Day budget from \$1500 to \$2000 ● Action Item: Approve ReConnect (Julia Storm) contract for one parent education speaking engagement ● Action Item: Approve contract for Patti Fitzgerald/Safely Ever After for student assembly and parent education engagement 	<ul style="list-style-type: none"> ● No 2000 La Granada Dr. Thousand Oaks, CA 91362 Discussion ● Discussion: Monday November 13th after morning drop off 8:30-9:45AM. Presentation is geared towards parents of younger children ● Discussion: Student assembly and parent empowerment about safety, how to keep your body safe, and managing tricky situations. ● Movie Night: <ul style="list-style-type: none"> ○ Upcoming 10/20/23 ○ Vote will be held 10/13/23 for students to decide what movie will screen ○ Food will be available from Mouthful Eatery ● Winter Art Gallery and STEAM Night: Starting Preparations ● International Night and Women In History: Need Program Chairs 	<p>Approved</p> <p>Motion Carried & Approved</p> <p>Motion Carried & Approved</p>
<p>I. Fundraising</p>	<ul style="list-style-type: none"> ● Direct Donation is complete: <ul style="list-style-type: none"> ○ 170 hearts, \$38,193 total ○ \$25,419.75 in sponsorship ○ 75 Bento Boxes 	



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	<ul style="list-style-type: none"> ● APEX Fun run <ul style="list-style-type: none"> ○ Volunteer sign-up is ready ○ Shirts are almost ready to be ordered, still need staff sizes. ● Coordinated All Call for Friday !0/13: <ul style="list-style-type: none"> ○ Family Photo Days ○ Five07 Coffee fundraiser ● November Restaurant Night: <ul style="list-style-type: none"> ○ Toppers November 15th or 16th 	
<p>J. Volunteer Coordinator</p>	<ul style="list-style-type: none"> ● RTI Budget: \$689.64 raised on Tithely 	
<p>K. PR/SOCIAL MEDIA</p>	<ul style="list-style-type: none"> ● There is a plan to promote all upcoming events on social media ● There was a glitch in Facebook with the administrator, we can no longer access it. Plan to start fresh with a new Facebook account that will link to Instagram. There is a budget for social media so we can pay to boost the account. 	
<p>L. TECHNICAL ADVISOR</p>	<ul style="list-style-type: none"> ● No Discussion 	
<p>M. ALUMNI ADVISOR</p>	<ul style="list-style-type: none"> ● Reaching out to alumni to put together a Friendsgiving ● Next PAC meeting will talk about ways to engage the alumni. 	
<p>V. NEW BUSINESS</p>		
	<ul style="list-style-type: none"> ● No discussion 	



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VI. ONGOING BUSINESS

2000 La Granada Dr. Thousand Oaks, CA 91362

- No Discussion

VII. ADJOURNMENT

Meeting Adjourned

- 7:40 pm

Minutes Compiled by

- Katie Wade