

Executive Board Meeting
Date: April 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 March 13, 2024 MCN Executive Board Meeting
 - B. **Action Item:** Vote to approve minutes from the March 29, 2024 MCN Special Executive Board Meeting
 - III. FINANCIAL
 - A. **Action Item:** Vote to approve March payments totaling \$3,574
 - B. **Action Item:** Vote to approve February deposits totaling \$170
 - C. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of April 2024
 - D. **Action Item:** Approve James Stanton as CPA for tax filings for the fiscal year ended 6/30/23 with estimated cost of \$350
 - E. Discussion: Share estimates of how many hours on average each committee member spends per week on MCN duties.
 - IV. REPORTS OF OFFICERS
 - A. Presidents' Report
 - i. Discussion of proposed school dedication.
 - B. Executive/Assistant Director
 - C. MATES Board Member
 - D. Staff
 - E. Treasurer
 - F. Communications
 - G. Auditor



- H. Parliamentarian
 - I. Programs
 - i. **Action Item:** Vote to approve to increase the budget for International Night by \$500 to make the total budget \$1500 (vs. \$1000).
 - 1. This would allow each country a total of \$75 each and still allow for \$450 for food for the entertainers and additional expenses for decorations. There is money left in assemblies and Women in History to cover the difference.
 - ii. **Action Item:** Vote to approve \$500 donation to Kind Campaign
 - J. Fundraising
 - i. **Action Item:** Vote to approve quote for Amigo Event rentals for heaters and chargers used for the Benefit Dinner totalling \$2,754.00
 - ii. **Action Item:** Vote to approve contract for Ofek Events for the photo booth rental used for the Benefit Dinner totalling \$1,095.
 - iii. **Action Item:** Vote to approve contract for Bishop Florals for centerpieces and arrangements for the Benefit Dinner totalling \$1,500.
 - iv. **Action Item:** Vote to approve contract for Coastal Events for outdoor speakers and uplights for Benefit Dinner totalling \$590.
 - K. Volunteer Coordinator
 - L. PR/Social Media
 - M. Technical Advisor
 - N. Alumni Advisor
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- V. NEW BUSINESS
 - VI. ONGOING BUSINESS
 - VII. ADJOURNMENT