



FRIENDS of MIP BOARD MEETING MINUTES: 09/1/2022

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

In-Person Meeting called to order: 6:10pm

Roll Call – Board 2022 – 2023

Title	Name	Present	Title	Name	Present
President	Kevin Welker	P	Communications Director	Janey Sherman	P
VP	Isabella Yiu	NP	Community Liaison	Vanna Tran	NP
Treasurer	Joseph Munoz	P	Secretary	Julianne Finkelburg	P
Financial Controller	Paula Simeone	P	Outreach Director	Carmen Chang	P
Middle School Liaison	Jennifer Gatewood	P	Principal- Bergeson	Dr. Chris Davis	P
High School Liaison	Paula Youssef	NP	Principal- Newhart	Judith Murphine	NP
Parliamentarian	Ruth Gyllenhammer	P	Principal - Capo	John Misustin	NP

Other Attendees

- Megan Holland
- Amanda Yeung

MINUTES

Kevin makes motion to approve June 2022 minutes, Joseph seconds, none opposed, June minutes accepted

PRINCIPAL and/or TEACHER REQUESTS/NEWS

- Capo Valley High School – Principal John Misustin - NP
- Newhart Middle School – Principal Judith Murphine – NP
- Bergeson Elementary - Dr. Davis update:
 - Student count does not allow for addition of third 2nd grade teacher. Resources must be used to add an additional English teacher might teach a combo grade 2-3 class
 - Amanda asked how schools get funding for additional teachers



- Dr. Davis explained the school gets funding for each child and Bergeson is currently allocated 20 teachers. Enrollment has increased from 490 to 510 students
- Kevin asked how many students are in MIP
 - Dr. Davis was unsure but would provide later
- Amanda asked about aides and how they work
 - Dr. Davis: Aides have 3.5 hours per day and can provide a schedule of when they are in each class
- The Kinder classes will be doing a performance for the Moon Festival on Friday, September 9, 2022. The performance will be 20 minutes before dismissal in the Kinder yard. All are welcome
 - MIP will be hosting a bake sale after dismissal
- Carmen asked if an image for the mid-Autumn festival can be displayed on the marquee board.
 - Dr. Davis agreed and will help fix the resolution issues that were encountered last year

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)

- Financial Statements
 - Provided copies of the balance sheet as of 9.1.22 and P&L spreadsheets for 11.1.21-9.1.22
- Invoice approval and expense reimbursements
 - Megan asked if MIP would help pay for the popsicle party since it was a joint BTA/BESF/MIP event. Total cost was \$300 and asked if MIP would pay \$100
 - Kevin makes motion to approve payment to PTA for the popsicle party, Ruth seconds, none opposed. Motion carried to give \$100 to PTA.



- Checks/mail sent to Bergeson will be checked by Joseph or Paula
- Venmo, PayPal, Kindful & Bank Information
 - Venmo account is in Doug An's name, but Joseph will be talking to Venmo about it.
 - Per Venmo, Doug cannot close the account and Joseph cannot open an account with the same tax ID
 - Janey suggested we change the phone number on the account
 - Kevin will see if we can get a "MIP" phone number for the account so there are no future issues
 - Joseph will get QR codes and text versions for different payment options for fundraising/other events
 - Joseph, Paula and Kevin still need to get approved as signers for MIP with the bank.
 - Ruth will help facilitate getting new members added
 - She will talk with the bank and see if all need to go together or if they can make separate appointments
 - Joseph suggested information on how to use/donate with Kindful be provided to parents
 - Janey will add it as a topic in the next newsletter
- Budget
 - Kevin will explain budget at Back-to-School night and let parents know that funding for this school year goes until the end of October and then fund raising after that date are for the next school year
 - Suggested donations are as followed:
 - Elementary = \$450; Middle School = \$150 & High School = \$100
 - Ruth suggested informing people about company matching and will create a Google form for parents
- Donor Receipts
 - Joseph got a request for a receipt for the Gala
 - Carmen explained Greater Giving provided donors with receipts
 - Joseph will contact them and confirm money from the Gala was transferred from Greater Giving to MIP



- Ruth will send him a spreadsheet MIP used to informally track donations at the Gala so he can compare

OTHER BUSINESS

President: Kevin

- Next Meeting is virtual on October 6
- Introduction of New Board
- Transition of Board members
 - Everyone is comfortable with their duties
- Back to school night at Bergeson
 - Kevin will provide handout on how to donate
 - Encourage parents to write checks or to pay for the fee that Venmo, Kindful, etc. charge
 - Present budget & fund-raising status
 - Will discuss benefits students receive with money raised
 - Plans on having one or two parent presenters from older students give history of program and importance of MIP
 - Include a discussion on how the suggested donations have decreased through the years
 - Ruth makes motion to induct new Board Members, Olya 2nds, none opposed, New Board is accepted

Vice President: Isabella (NP)

- Gala update provided by Kevin:
 - 2023 Gala is penciled in for March 25th
 - Reviewed pros/cons to moving Gala to Friday or Sunday
 - Majority said Fridays are too busy especially for the parents with older students
 - Sunday poses problems too and could change the dynamics
 - Confirmed Saturday will be best
 - Begin brainstorming a theme

Outreach Director, Carmen Chang

- iChineseReader Enrollment
 - All teachers (1st-11th grade) requested this for the 2022-2023 school year
 - Cost is about \$19 per student and is covered in this year's budget
 - Ms. Loh's (middle school) has requested books in addition to iChinese Reader
 - Needs replacements for books ordered last year that were not returned by students (up to 10) and requested books for next year



be purchased.

- She has requested \$1200
 - Kinder teachers requested books for classrooms
 - Funds left in the iChineseReader budget will be used to purchase books for Kinder and Middle School – anything over the budget will be discussed at next meeting
 - Kevin makes motion to allocate the remaining money for iChineseReader to go to Kinder and the \$1300 for language books to middle school, Joe seconds, none opposed. Motion is carried.
 - Carmen will send the invoice to Joseph for the iChenseReader
- Cultural Enrichment: Beijing Opera class
 - Not sponsored by MIP but by Global Cultural Foundation (GCF) who have asked MIP help promote the class
 - Classes will be held in MPR at Bergeson on Saturdays from 1pm-4pm
 - Performance will be around Lunar New Year
- Cultural Enrichment: Bowers Museum - Ancient Arts of China: A 5000 Year Legacy
 - Suggested parent & me field trip
 - Tour starts at 9:30am, and is 2-2.5 hours long (1 hour private docent-led tour, 30 minute break, 1 hour private art project)
 - Minimum of 15 students; maximum of 70 per visit
 - Onsite tours: \$14 per Student (\$6 tour, \$8 art project; special exhibition pricing may differ); \$15 per adult
 - Art project: watercolor scrolls; suggest grades: 5+
 - Parents will need to provide transportation and must stay to chaperone child(ren)
 - November 1st & 11th (Veterans day) are available (students are not in school these days)
 - November 11th was chosen since parents are more likely to have this day off.
 - If there is a waitlist, November 1st can be used as an alternate day for event
 - Carmen asked the Board to sponsor this event
 - Carmen makes motion to allocate the Mandarin Culture and Enrichment budget to pay for the students and to put down the \$50 deposit to reserve November 11th, Ruth seconds, none opposed. Motion is carried.
- Bake sale coordinator & volunteers
 - Kevin will be the point person but will reach out to Zarin or Nancy Lou
 - Board will provide moon cakes for the bake sale



- Kevin makes a motion for Board to purchase moon cakes and set a budget of \$250, Ruth seconds, none opposed, Motion is carried.
- Welcome Back Social coordinator
 - Ruth/Juliane will be point people
 - Social will be at The Club in the grass area
 - Suggested time: 5-8pm
 - Food
 - Dinner will be donated by Vanna's company (Nielson)
 - Suggested hot dogs/pizza and chips
 - Janey will contact Club to see if grills can be brought in and used
 - Suggested selling waters
 - Student's grandfather may be able to make sushi for attendees.
 - Kevin will follow-up to get more information
 - Agenda
 - After dinner have Board members speak and reach out to parents
 - Have parents of older students talk to and network with parents from younger grades
 - Provide name tags that show child(ren) grade
 - Provide games/organized activities for students

Community Liaison, Vanna Tran (NP)

- PTA update provided by Megan Holland:
 - PTA board meeting was September 1st
 - Treasurer position has been filled
 - Auditor is still needed, but not a requirement position
 - Parking spots fundraiser - sold both for \$1000 each and proceeds will go towards arts class for the students
 - Movie night –chair volunteer needed
 - Yearbook – chair volunteer needed
 - Reflections (art contest) – chair volunteer and art judges needed
 - Bookfair is September 19-23rd
 - Fun Run is coming up soon
 - Membership drive is “Get the Scoop”
 - PTA will have table at Back-to-School night
 - Next PTA meeting September 22nd at the MPR and it will be a hybrid meeting
- BESF update provided by Megan Holland:



- Next meeting is Friday, September 9th
- 180 Club Raffle will be September 12-16th
- CUSD
 - none
- LIPAC
 - none

Secretary, Julianne Finkelburg

- No updates

Communications Director, Janey Sherman

- First newsletter went out last week – received good responses
- Upcoming newsletter content:
- Newsletter name needs to be updated
 - Megan makes a motion to remove the News Bytes name from the newsletter, Janey seconds, none opposed. Motion is carried.
- Janey suggested we try something else besides Zoom. She will give Kevin some suggestions (e.g., Teams)
- Window box near front office need to get updated
 - Megan will bring this up at next meeting because PTA and BESF need updated window boxes too.
- MIP will integrate BESF and PTA news into communications

Middle School Liaison, Jennifer Gatewood

- Newhart Liaison
- Talked about activities. They are typically a week long
 - Kevin wants to keep kids and families in the middle and high school engaged

High School Liaison, Paula Yousef (NP)

- Business discussed:
 - Chinese yo-yos request from last meeting
 - budget was not approved in time and is expired
 - Potential MIP Graduation event for Class of '24 Planning & discussion
 - Kevin will reach out to class for suggestions on a tradition for MIP graduates
 - Janey suggested pairing up Kinder buddies – only about 22 high school



students are in the program

- Julianne suggested they have a stash they can wear for graduation to designate them
- Keep thinking of ideas for the graduation events

Open Discussion

- Last push for donations
 - Set-up a table near the end of October
- Discussed Merchandise
 - Kevin's wife has done an inventory and received quotes from vendors.
 - Kevin will bring more information on costs
 - Suggested more parents' shirts are ordered
 - Possibly ask for submissions for new shirt designs – make it a contest
- Get room parent list for all classes to help
 - Kevin asked Janey to get something together and Megan asked if she could share this with BESF and PTA
- Suggestion to have MIP directory
 - Janey will ask what we Opened into for sharing info and how can we get access to this
 - Middle school principal said releasing student information is not allowed.
 - Maybe ask parents directly to provide contact info in a google form, etc.

Motions

- Kevin makes motion to approve June 2022 minutes, Joseph seconds, none opposed, June minutes accepted
- Kevin makes motion to approve payment to PTA for the popsicle party, Ruth seconds, none opposed. Motion carried to give \$100 to PTA.
- Kevin makes motion to allocate the remaining money for iChineseReader to go to Kinder and the \$1300 for language books to middle school, Joe seconds, none opposed. Motion is carried.
- Carmen makes motion to allocate the Mandarin Culture and Enrichment budget to pay for the students and to put down the \$50 deposit to reserve November 11th, Ruth seconds, none opposed. Motion is carried.
- Kevin makes a motion for Board to purchase moon cakes and set a budget of \$250, Ruth seconds, none opposed, Motion is carried.
- Megan makes a motion to remove the News Bytes name from the newsletter, Janey seconds, none opposed. Motion is carried.

Check Requests:

- None



Meeting adjourned 8:36pm
Next Official board meeting: October 6, 2022