



FRIENDS of MIP BOARD MEETING MINUTES: 04/14/2022

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Virtual Meeting called to order: 6:04pm

Virtual Roll Call – Board 2020 – 2021

Title	Name	Present	Title	Name	Present
President	Ruth Gyllenhall	P	Communications Director	Kim Benner	P
VP	Olya Malter Isabella Lopez	P P	Community Liaison	Vanna Tran	P
Treasurer	Douglas An	P	Secretary	Heather Lachtman	P
Financial Controller	Elaine Shen		Outreach Director	Carmen Chang	P
Middle School Liason	Jennifer Gatewood	NP	Principal- Bergeson	Greg Hauser	P
High School Liason	Paula Youssef	P	Principal- Newhart	Judith Murphine	P
Parliamentarian	Eric Chamberlain	P	Principal - Capo	John Misustin	P

Not a board member, attendance does not qualify quorum

Other Attendees:

- Jennifer Holzman
- Amanda Yeung
- Megan Holland
- Kathy Chamberlain

MINUTES

Ruth makes motion to March 2022 minutes, Heather 2nds, motion approved

Email vote re: budget of \$1200 for DJ

Heather Lachtman made a motion on 3/22/22 to approve a budget of up to \$1200 for DJ for the May 21, 2022 gala. Ruth Gyllenhammer seconded.

Those in favor: Eric Chamberlain, Elaine Shen, Isabella Yiu, Olya Malter, Kim Benner, Vanna Tran, Carmen Chang

None opposed.

Those abstained (did not reply): Paula Youssef, Jennifer Gatewood, Douglas An

Motion Passed 3/23/2022



PRINCIPAL and/or TEACHER REQUESTS/NEWS

- **Capo Valley High School**
 - John Misustin donating parking space at CVHS for the gala
 - Reserved tickets to games/events, parking spots for games for gift basket for Gala
 - Paula- how do you know which teachers have been sponsored as parents want to know that the teacher they sponsored is covered (for a seat at the MIP Gala)
 - The sponsorship money just goes into a general “bank” that does not specify the teacher
 - John Misustin will cover sponsorship specific to Ms Sweeney (spanish immersion teacher); Bergeson is covering Gala seat for Ms Komenei
- **Newhart Middle School**
 - Principal Murphine:
 - May 16 submitting STAMP test
 - May 16-20 Bike Safety Week with local sheriff’s department
 - May 26: 8th grade awards ceremony at 6-7:30pm, on campus outdoors
 - Next Thursday, April 21, 2022: open house with interactive activities (accidentally the same date as Bergeson Open House)
 - Science STEM and Robotics Lab, Book Fair
 - Food Trucks organized by PTA
 - Math will have interactive events
 - PE will have live events for the families
 - Has received email for Comped tickets for the Gala
 - COVID tests still available in the office for those who want them



- Bergeson Elementary
 - Grandparents' night at 5pm
 - Taco truck w arts & crafts
 - Complimentary teacher tickets for Gala- can let room parents know that there are sponsorship funds for the teachers but not yet available for their spouses
 - Is there a class basket to be auctioned off? Carmen remembers something from BESF but not for the gala
 - Game night basket
 - Beach basket- a cooler w towels, sandals, sunscreen, etc...
 - Grade/age specific toys basket
 - Ask room parents to communicate to parents about putting a basket together
 - Greg says that BESF already does a basket and there is a loss if parents are contributing money for the items in the basket if the basket costs more than money raised for the basket
 - Paula, Ruth, Jennifer, Carmen can meet together offline to discuss option of gift baskets from each grade for the Gala

- Greg Hauser update:
 - 2 full Kindergarten classes for next year
 - Focusing on pulling in new people for next year from Irvine (maybe from charter program there that is having some issues)
 - Open house next week on April 21, and grandparents' day also
 - May break it up into 30min segments for those who are apprehensive about meeting in large groups

 - COVID tests available so can grab them from the office

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)

- Financial Statements
- Budget
 - Doug sent budget for next year



- Recognized that stripe and kindful did not reconcile, so will send reconciliation out in separate email after this call
- Reimbursement from Carmen for Cultural Experience was already sent to Doug
- Jennifer Holzman's submissions for reimbursement is in the office at Bergeson (Ruth will pick them up and mail them to Jennifer)
- Yo-Yo Demo for cultural event lost 2 of the 8 yo-yo's; possibly will need to reimburse Jennifer for them. Will cost \$125.
 - Doug motions to cut a check for reimbursement of lost yo-yo's and pay for demo event. Ruth 2nds motion. Motion passed
 - Check number 2222 is used by Doug for this
- Art supplies for cultural enrichment Day
 - Doug motions for \$101.30 reimbursement to Carmen for Cultural Enrichment supplies. Ruth 2nds motion. Motion passed
 - Check number 2223 is used by Doug for this
 -
- Are tickets for the Gala for Jennifer and Shawn (in charge of cultural events) sponsored?
 - Carmen will send them complimentary ticket links so they can get their tickets. Paula is taking care of their guests
- FoMIP cultural enrichment day raised \$297 from FoMIP shwag

OTHER BUSINESS

President, Ruth Gyllenhammer

- Updates
 - PTA doing elections; what is the timing for requirement?
 - Megan thinks voting is supposed to be done by April or May



- Should be opened up to the public so everyone needs to know which positions will be refilled by incumbents and which seats need to be filled by new candidates
- BESF is looking for a full board; recruiting should start now; want to have new board slate by last meeting of current year so the Board can swear them in
- Ruth will ask the current Board who is interested in coming back and for which seats, then can send out a communication specifying which seats will need new candidates and if anyone wants to challenge returning members for specific seats
 - Middle School notification: Notify everyone by Social Media and Community group
 - CVHS can send it out to their FB group

Vice Presidents: Olya & Isabella

- Gala Updates:
 - Roughly 50 tickets have been sold from table sales and individual tickets
 - Can check this via Kindful login
 - Can Jennifer buy a table of 10 then refund her for her free ticket?
 - Carmen says this has \$0 cash value bc it was a gift won in a raffle
 - Carmen will buy her ticket from her then she can just buy a table for 10
 - Isabella has American Girl doll donation but she will need to pay for shipping, so she needs a reimbursement for the shipping cost (less than \$20)
 - WUKONG Free online classes for Mandarin being donated. Email sent to Carmen from Isabella about this. For each kid that takes the chinese or Math class, \$30 will be donated to MIP
 - 15-25% donated to MIP for Chuck E Cheese fundraiser event tomorrow, Apr 15, 2022
 - Wendy at IMX Pilates no longer sponsoring
 - Costco \$50 gift card donation
 - Hills Hotel room donation: can it be added to the silent auction in advance?



- Is Auction company being used for the silent auction online the 2 weeks in advance of the gala?
 - Paybee was used previously for the online auction; need to check with Auction vendor about this
- Gift Baskets available for silent auction at Gala
- Sports Memorabilia items will be donated. We can pick from the items that he has available in his store for the gala, but will need to pay him the wholesale price of the items. Set base price at auction as wholesale price. Whatever we dont sell, can be given back to him
- Vanna's company is offering to help with printing, but will come from FL, so need to send in graphics soon
- Middle School Cultural Events Day photos can be sent to Board email to be added to slideshow for Gala
- Maybe piggy back on May MNO to ask parents to help do centerpieces for Gala
- Olya: \$12,859.12 committed so far for Gala; estimated to go up to \$20K
 - ABC Auctioneer is \$2800; California Coastal Auctions (Zack Crohn)
 - \$3500 total for auctioneer who will also be the MC
 - Silent auction will close before the ballroom opens, so no need to worry about
- 3.5ft high MIP marquee letters are \$190; could be set up at top of stairs for photo op.
 - Ruth wants this to be added to the Gala budget
- There needs to be a phone call push to notify parents of upcoming deadline for early bird ticket sales for Gala for elementary, Middle, and High School parents
 - Motion to extend early bird ticket price to end of April. Regular ticket price will start in May.
 - Notifications for ticket sales should be sent out every week by phone calls
 - Kim or Ruth will send email communication out to Principals
- Isablella in touch with graphic designer for flyer; can get in touch RE printing programs, but can use Vanna's vendor to print. Vanna said will



need 2 week lead time for her vendor, so needs graphics by **May 2, 2022**

- Vanna's company's sponsorship: probably will do a cash donation TB discussed at next gala committee meeting
- Next Gala committee meeting on April 21 @ 8am
- 2x \$25 gift certificates for Belgian Waffle House- talk to Melody about how to package gift cards;
 - Can also be added to picnic baskets or meal out baskets for auction
- Vanna can print out 10 Gala posters/flyers to be hung in Breezeway at Bergeson and a few extra for Middle School and CVHS
 - Middle School and High School needs to send print count to Vanna (150 for middle school & high school)
 - Previously had 320 flyers printed; Vanna will print 250 pages = 500 pages bc 2 pages so students can take them home to parents
- \$1500 for regular pricing for table of 10

Outreach Director, Carmen Chang

- Currently offering complimentary tickets to Principals and teachers. Is this being offered to teacher's aides?
 - Megan: No
- Megan: are city council or other community/school board members invited?
 - Whole board, superintendents gets invited, Susan Holiday also
 - Carmen looked up CUSD Board online, and it has a whole list of members
 - Can send an email to Ryan Buris to invite all of the Board to the Gala

Community Liaison, Vanna Tran

- PTA:
 - All positions are open
 - Will announce info RE last year's yearbooks
 - Book fair: Olya and Jennifer leading that
 - Teacher appreciation week



- Open house night being combined with Grandparents' night
- BESF:
 - Meeting tomorrow, Apr 15, 2022
- CUSD
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- LIPAC
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Secretary, Heather Lachtman (5 minutes)

- Photographer would like to send an agreement to lock in the date and the pricing. Who should she send that to?
 - Send to Ruth & Doug
- Fitness Training donation
- Medical Aesthetics donation
- Soccer Coaching Skills training donation
- Need the document that has MIP Tax ID info for tax write off; Isabella will send that out to the group

Communications Director, Kim Benner (5 minutes)

- No new updates

Middle School Liaison, Jennifer Gatewood (5 minutes)

- NP

High School Liaison, Paula (5 minutes)

- AP testing coming up; not doing IB test for Mandarin

Open Discussion

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Motions

Check Requests:

-

Meeting adjourned 8:09pm PM

Next board meeting: Thursday, May 5, 2022 at 6PM