



FRIENDS of MIP BOARD MEETING MINUTES: 04/09/20

Meeting called to order: 7:05 pm

Roll Call – Board 2019 – 2020

Title	Name	Present	Title	Name	Present
President	Eric Chamberlain	P	Communications Director	Alexandra Welker	P
VP	Melody Brown	P	Community Liaison	Amanda Yeung	P
Treasurer	Ingrid Feeny	P	Secretary	Megan Holland	NP
Financial Controller	Mary Jia	NP	Parliamentarian	Thanh Nguyen	NP
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liaison	Jen Pang	P			

*Not a board member, attendance does not qualify quorum

Other Attendees:

- Juan Araiza - Parent & PTA president
- John Misustin
- Audrey Shaw
- Lily Chen
- George Chen
- Jennifer Hewitt
- Daniel Wong
- Jeff Flores
- H (unidentified online attendee)

MINUTES

Approve Meeting Minutes dated March 5, 2020 with suggestions made by Jen Pang. Jen motions to adopt the March minutes. Thanh seconded. Motion passes.

PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes



- **School News**

- Bergeson

- Chromebooks and hotspots have been distributed
- Curriculum is up on the website
- Need the board to provide Debbie with a conference request form
- All of the district employees are still being paid during distance learning
- Current Mandarin immersion aids are running small groups
- Need to make a decision on how many aids will be required next year

- Capo Valley

- Interviewed two transfer applications (teachers currently in the district), will make recommendations, and then determine if it will be one of these candidates or someone else
- April 20 at 6:30 PM will have an online informational night for Mandarin Immersion families

- **Mandarin Immersion Program Articulation Meeting (MIPAM) - Parent meeting in lieu of MIPAC**

- Next meeting will be on Monday April 13th

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER) – 10 minutes

- **Financial Statements**

- Since the last meeting we filed our federal and state tax returns and submitted the form 990 and rrf1 to California Registry of Charitable Trusts so everything is now current
- Working on scanning documentation from the past fiscal year for Audrey to review online
- Have check for highschool chromebooks for \$10,690.65, will get Eric to co-sign the check
- Should plan to get third grade Chromebooks for the fall as they won't be used for the remainder of this year.



President (5 minutes)

- MIP Board Elections
 - Still looking for people to fill Outreach Director and Financial Controller positions
- Other
 - Teacher Request Form
 - Will see if we have something on Drive otherwise will create one

Vice President (20 minutes)

- Gala donation refund
 - Received a request to refund LA Lakers tickets package (Approximately \$2300)
 - No additional requests for refunds at this time
- Planning for next year's gala (or alternatives)
 - Anticipate lower sponsorship and family donations next year
 - Could host virtual fundraisers or small gatherings hosted by MIP families
 - Board could provide some amount for decorations/food
 - Suggested idea: Dinner with 12 Strangers
 - Will discuss options with live auction company for virtual events, anticipate parking spots still being a good fundraiser
 - Send out a survey to gauge interest, consider reaching out specifically to major donors
- Budget
 - Discussion on whether or not the budget should be adjusted for this year and/or next year
 - State testing has been cancelled, Greg recommended we remain consistent and not do testing this year, so we may avoid those costs
 - Discuss in more detail at May board meeting



Outreach Director (5 minutes)

- Cancelled Events
 - Waiting on school district to finalize current school year, but don't anticipate coming back this year and End of Year Social will be cancelled
- Summer Program
 - Will have an online class for K-8
 - 9 weeks for 1 hour/day
 - Beijing Opera probably won't happen this summer
- Are there online options for an enrichment program to provide to the kids this year?
 - Not looking to pay for something, but perhaps there are volunteers who can showcase Chinese cultural activities

Community Liaison (5 minutes)

- PTA/BESF updates
 - PTA
 - No recent updates
 - BESF
 - No recent updates
- CUSD updates
 - Special board meeting on 4/15
 - Requesting a special allowance for specialized cleaning of the schools
- LIPAC updates
 - No recent updates

Secretary (2 minutes)

- N/A



Communications Director (2 minutes)

- N/A

Middle School Liaison (2 minutes)

- MS/HS Liaison for next year
 - Ursula Rubina is willing to take over as the Middle School Liaison
 - High School Liaison
 - Logistical issue, we may be out of email addresses if we created an additional High School Liaison position
 - Jen willing to fill that role if no one else
 - Melody motions to add an additional board position for HS liaison, Eric seconds. Motion passes unanimously.

Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

- Approve Meeting Minutes dated March 5, 2020. Jen motions to adopt the March minutes. Thanh seconded. Motion passes.
- Melody motions to add an additional board position for HS liaison, Eric seconds. Motion passes unanimously.

Electronic Motions

- N/A

Check Request:

- N/A

Meeting adjourned 7:55 pm

Next board meeting: Thursday May 7, 2020