



FRIENDS of MIP BOARD MEETING MINUTES: 1/12/2023

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Teams Meeting called to order: 6:05pm

Roll Call – Board 2022 - 2023

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

Other Attendee

- None

MINUTES

Joseph makes motion to approve December 2022 minutes, Paula seconds, none opposed. December 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 - NP

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)

- Financial Statements
 - Reviewed P&L from last fiscal year
 - Joseph audited the statement and made a few minor changes to properly reclassify items including total fundraiser costs and corporate donations



- Reviewed P&L for this fiscal year
 - Includes costs for gala venue, and teacher assistants
- Reviewed current balance sheet
 - Need to review and fix an unclassified asset on the sheet
 - Joseph and Paula will work together to rectify it.
- Next year's budget needs to be together by April
 - Joseph, Paula and Kevin will plan a time to meet and discuss it
 - Joseph asked others who have items they want to include to either send it to him or join the planning meeting
 - Paula Y. suggested we add a line item for high school cultural nights
 - Joseph agreed and said it would be best to add more specific line items on the budget
 - Carmen suggests we add money for the Smartboard technology upgrade to next year's budget
 - Kevin mentioned that we may need to increase costs for instructional assistants as the program continues to grow
 - Ruth advised to use the new enrollment numbers when compiling the budget
- Carmen followed up on the technology upgrade request by teacher for Smartboard
 - With principal in transition she suggests the board gets more hands-on and investigate this for the teachers
 - Kevin suggests we put together a plan for a trial run and use the \$1,000 smartboard budget to proceed.
 - Carmen will speak with the teachers and the principal and see how they want to proceed

OTHER BUSINESS

President: Kevin Welker

- Next Meeting—February 2 Bergeson MPR, 6PM
- Kinder Orientation Dates - One remaining orientation. The previous sessions went very well.
 - Parents have been impressed with the teachers and curriculum
 - Kevin thinks about 40-50 families have attended
 - It looks like we are on track to have three incoming kindergarten classes next year



- The district has asked the principal how many classes they want for next year.
 - Golden Bell award may have helped with the district being more receptive to the program
- Last Kinder meeting is January 17, 2023 Bergeson MPR 4:00-5:00pm
- Paula Y. asked if a new elementary school principal
- Jennifer Gatewood asked about why the increase to three classes
 - Kevin explains that there have not been any waitlisted students, but they are looking to expanding the program
 - Carmen said the Chinese Cultural Center will may be opening a new school next year which may be competition
 - It was asked if the district is leaning towards making Bergeson a strictly Mandarin immersion school
 - Paula Y. said if there is a trend towards this to keep her informed so she can use this with the MIP Pack and to gain more support

Vice President: Isabella Yiu

- Date for 2023 gala—March 25, 2023
 - Gala Planning update
 - Second gala volunteer meeting is on Wednesday (1/18) 8am at Snooze off of Greenfield in Laguna Niguel
 - Isabella found a photographer for \$1,500, and asked if the price is reasonable
 - Joseph asked how long he will be onsite at what is included in the price
 - Isabella said he will be there from 430pm till the end and photos will be available for download for free
 - Joseph asked Isabella to send package information and he can confirm if the costs are reasonable with a photographer friend
 - Carmen said the last photographer was \$400
 - Kevin suggested we reachout on Facebook to see if anyone has friends or family who can help with services like a photographer
 - DJ will be \$1,000-1,2000 and he suggested we upgrade the package we had last year
 - Paula Y. asked timeline
 - 5-6 social hour
 - 7-8 dinner
 - Kevin makes a motion to increase Gala budget 10% higher over last year's actual costs. Joseph seconds, none opposed. Motion is carried
 - Joseph will use the final numbers from last year and provide the Gala committee the budget for this year
- Paula Y suggests that we get a statement on the Gala out to post for middle and



high school families

- Isabella will send this to her
- Paula Y. asked about the auction items
 - She suggested having each class do a different themed basket as a way to change it up and create a new tradition
 - Isabella will reach out to the room parents about this at elementary school and she asked for help to reach out to middle and high school
 - Paula Y asked Isabella to put information about it together and she and Jennifer can get it out to the middle and high schools
- Jennifer asked when tickets will be on sale
 - Early bird will start January 31st
 - QR code and info on how to purchase tickets will be available soon
 - Tables will be 10 and not 8 with two bottles of wine per table
- Julianne asked if we could have parents donate wine and other items for the Gala and provide children with a pajama day or something
 - Paula Y. said she thinks it would be too difficult to keep track of everything

Outreach Director: Carmen Chang

- 2022-2023 Calendar
 - January 27th Lunar New Year Student Showcase: Chinese Cultural Night at Capo high school
 - Performance is 7-9pm in theater. It will include a Beijing Opera performance represented by Bergeson and Newhart students
 - A carnival will be take place before and a table will be set up for Friends of MIP to sell Gala tickets and merchandise between 5-6:30pm.
 - Ms.Komine is helping organize the event
 - Kevin mentioned he has not heard anything about the elementary and middle school kids involvement
 - Paula Y confirmed the middle school and elementary teachers are not involved and this will be put on entirely by the high school students
 - Kevin said that if they need help to let them know they can reach out to the elementary and middle school families
 - MIP is not coordinating anything directly with Bergeson for Lunar New Year
 - January 27th - lion dance will take place before school
 - Individual classes will have performance throughout that day

Community Liaison - Vanna

- No updates to report



Secretary: Julianne Finkelnburg

- Julianne said minutes would be available in the next few days
- Kevin asked if we could provide families with financial statements so they can see what donations are spent on
 - Joseph will put this together
 - Julianne will add it to the January minutes (see last page)
 - Janey asked for a copy as well to include in the newsletter

Communications Director: Janey Sherman

- No newsletter went out in December due to illnesses at home
- January newsletter will include:
 - Gala information
 - Lunar New Year and opportunity to purchase attire and MIP spirit wear
 - Transparency on where donations get spent
- There is a push to get the word out to local preschools about the MIP program
 - Julianne asked if we inform other CUSD preschools
 - Kevin was not aware
 - Janey will contact Ryan Burriss at the district to see how the board can get the word out to the other CUSD preschools
 - Jennifer heard about the program at her children's dentist office
 - Suggested providing flyers at local dental or doctors offices

Middle School Liaison

- Newhart Lunar New Year Celebration planning
 - ASB is getting involved to make announcements to inform the students about the events
 - Lion dance performers will come back from last year and will do 2 mini performances at lunch for \$500 (Feb 4th)
 - Juennifer Hewitt will be operating a calligraphy station and a chinese yoyo station and a folk dancer demonstration for \$130
 - January 30th student volunteers will be coming in early to decorate the school for the week
 - Ms. Low is going to have paper lantern stations
 - The cafeteria will also be serving chinese food throughout the week
 - Red envelopes and goodie bags will be passed out to students. Red envelopes will be \$234.
 - To make it more special for the MIP students the PTA is going to provide t-shirts
 - Total budget for the events will be up to \$1,100 of budget - Joseph makes a motion to approve up to \$1,100 for the middle Lunar New Year events . Paula Y seconds, none opposed. Motion is carried.



- Last year's festivities had a great turn out and reception from students

High School Liaison: Paula Y.

- January 27th HS Chinese Cultural Night
 - HS students with have hands-on demonstrations outside the theater
 - Tickets for the theater performance are still available, but are limited. The event is almost sold out
 - HS students and their parents will have a potluck beforehand
- Ms. Komine set-up the Chinese National Honor society set-up
 - She may induct them into the society at the performance but this is TBD
- 8-10 MIP students were inducted into the regular national honor's society
 - Janey will add this to the newsletter
- Paula Y. requests funds for the HS cultural night up to \$2,000. Kevin motions to approve the funds, Jennifer seconds, none opposed. Motion is carried.

Open Discussion

- None

Motions

- Joseph makes motion to approve December 2022 minutes, Paula seconds, none opposed. December minutes accepted.
- Kevin makes a motion to increase Gala budget 10% higher over last year's actual costs. Joseph seconds, none opposed. Motion is carried.
- Joseph makes a motion to approve up to \$1,100 for the middle Lunar New Year events . Paula Y seconds, none opposed. Motion is carried.
- Kevin makes motions to approve up to \$2,000 for high school cultural night costs, Jennifer seconds, none opposed. Motion is carried.

Check Requests:

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
EFT	Hills Hotel (Nov.2022)	Gala Deposit	\$6,680.50
EFT	Bowers (Nov. 2022)	Cultural Field Trip	\$1,109.00
EFT	CVHS (Dec. 2022)	Komine Outing	\$280.00

Kevin moved to adjourn the meeting and Julianne seconds, none opposed.

Meeting adjourned 7:40pm

Next Official board meeting: February 2, 2023 (in-person)



FofMIP 2021-2022 Financial Summary

INCOME

Direct Giving	\$118,837.89
Employer Matches	\$5,858.30
Corporate Contribution	\$5,051.02
Direct Giving-- Gala	\$30,281.38
Sales-- Gala	\$128.95
Amazon Smile Prog	\$331.07
Interest Income	\$45.19
Total Income	\$160,533.80

EXPENSES

Fundraising	\$30.00
Gala	\$25,132.71
IChineseReader	\$5,412.49
Substitute Teacher	\$3,500.00
Teacher Assistants	\$100,823.00
Cultural Enrichment	\$1,562.96
Cultural Enrichment (Live Events	\$125.00
Accounting	\$1,251.09
Accounting Fees	\$1,294.07
Internet/Misc Fees	\$96.80
Party Fees	\$30.00
Website	\$1,324.80
Misc	\$303.56
Total Expenses	\$140,886.48

Net Income **\$19,647.32**