

FRIENDS of MIP BOARD MEETING

MINUTES August 18, 2016

Meeting called to order: 6:05pm

Roll Call/Introductions: Wade Shepherd - President, Joey Liu - Vice President (absent), Juintow Lin - Treasurer, Sue Hoeft –Secretary, Joseph Munoz – Financial Controller, Erich List– Communications/PR, Michelle Lee – Community Liaison, Karen Wu – Outreach Director, Ami Barrett –Parliamentarian, Greg Hauser – Principal, Jie Gao – curriculum specialist, Karen Chung –parent, Phuong Lee - parent

Minutes

Joseph Munoz motioned to accept the June 7th minutes; Michelle Lee seconded; accepted unanimously.

Email motions since last Board Meeting adopted:

Treasurer 6/14/16 motioned: **“I motion to amend the [amount of the prior vote made on] 4/14 to release \$102,595 to our gift account for Curriculum Specialist hiring for 2016/2017 school year.”** (the prior vote made on 4/14 was to release up to \$100,000)

Community Liaison seconded. All ayes 6/14. **Motion passed.**

Parliamentarian 6/18/16 motioned: **“I move that we spend \$39,000 to reimburse the District for the three aides that have been hired to date.”**

Vice President seconded. All ayes 7/24/16. **Motion passed.**

Parliamentarian 7/13/16 motioned: **“I move that we reimburse Audrey (Shaw) in the amount of \$240 to cover the steersman and coach costs for the upcoming Dragon Boat race on July 30th.”**

Treasurer seconded. 7 ayes. (No response from Secretary, Financial Controller). **Motion passed**

FINANCIAL

• Financial Reports

See Balance Sheet attached.

See Profit and Loss attached to Agenda, November 1, 2015 to present.

• Donation Tracking/Tax Letters and Direct Giving Update

Joseph continues to look into several different web based options for donation tracking that would send out tax letters as well as options for doing email campaigns. The system would ideally start with a data base and then have options for other things. The goal is to eliminate the mail merge that we are currently doing and go to a data driven web based program.

More investigation is needed since nothing thus far has covered everything we need in one system.

Joseph will send out an email blast for a vote when the right system is found. We will continue to send out letters using the current “mail merge” system until further notice.

- **MIP Tax Return Update**

Per the Treasurer, taxes for 2015 were turned in.

- **Summer Mail/Checks**

World Gymnastics and other employer matches are expected from over the summer– checks typically valid for 90 days once written.

- **In-house Audit**

Jenn Galligros (parent) has agreed to do it.

- **Reimbursement Requests/Cash Verification**

Forms are available by email currently. Discussed adding them to the FoMIP website. The FoMIP Board President will create a google drive for the Board to store all documents for future use.

Payment for Teachers' Aides

Principal Hauser informed the board that the check [for three aides] has not been cashed yet because there were some gain and loss of candidates over the summer. There should be 5 aides starting soon if they accept their positions. We will need to vote on spending additional money once the final two aides are hired. The budget had been planned with the intention of 5 aides.

BUSINESS

- **Expectations of BOD members** (President)

Executive members need to read and be familiar with the bylaws as well as set the example for others. Treasurer discussed creating a task or Organization chart to document what you do in your position in order to have smoother transitions.

- **Leftover Cash** (President)

The program will run from Sept 6th to approximately Sept 23rd. Advertising of the program should start soon.

- **Calendar & Upcoming Events** (President)

Due to a conflict with the mandatory parent meeting on Oct 6th, the MIP Board Meeting for October will be changed to Sept 29th.

- **Wells Fargo Signature Authority** (President)

For the past school year, Juintow (treasurer), Katrina (VP), and Ami (President) were signers on the account. New Board members will need to meet at the bank to switch the names.

President moved to add a 4th person to the account for signature authority.

Parliamentarian seconded. All ayes. **Motion passed**

- **Code of Conduct Policy** (All members)

The Board will continually develop this throughout the current school year

- **Adult Mandarin Classes for 2016/2017** (Debbie-chair committee)

Gao LaoShi, Jennifer, from Irvine Chinese School has tentative dates for two 12-week sessions

One beginner class on Thursdays at 8am (9/15-12/8) at a cost of \$150

One advanced class on tuesdays at 8am (9/13-12/6) at a cost of \$150

Classes will be at the YMCA at Bergeson. There will be a link to sign up on the MIP website.

- **Results of 1st Day Breakfast** (VP)

There was a fair amount of interest. We sold a few shirts (needed to be better advertised)

- **Grant Writing** – (Community Liaison)

Phuong Lee (parent) volunteered for this. She has some contacts because her family works with non-profit agencies. She will begin to work on it.

- **Classroom Representatives/Committee Volunteers and MIP Welcome Social** (Outreach Director)

We will advertise on our website as well as at back to school night for representatives and volunteers.

MIP welcome social tentively scheduled for Saturday, Sept 17th. However, it was discussed moving it to Friday the 16th instead to try to avoid weekend sports conflicts.

- **Communication and Event Updates** (PR/Communications)

Dragon Boat was a success. We placed 3rd. Ami offered to be in charge for the summer of 2017 and add a parent boat in the race.

The Website has been updated. The fall autumn festival is coming up on Sept 22nd.

It was discussed to have shared calendars to avoid confusion in scheduling and dates.

Kindergarten orientations for 2017-2018 school year will be starting in December.

Flyers will be generated to distribute to the community.

PRINCIPAL or TEACHER REQUESTS/NEWS

The language advisory committee from the district asked for 2 volunteer members. Per Principal Hauser we are sending 3: Daniel, Audrey, and Susanna.

- **MIP Advisory Council**

New Friends of MIP Executive Board will select the open spots for the 2016-17 school year FoMIP representatives to MIPAC.

President motioned to take a vote by email to choose 2 out of the 3 interested people.

Outreach director seconded. All ayes. **Motion passed.**

- **Professional Development Update**

\$840 had been approved in June to cover substitute costs in order to allow teachers to visit other immersion programs and gather information. However, this is no longer needed since we have hired a curriculum specialist.

- **Hiring Status Updates for 2016/2017**

Fully staffed ☺

- **School News**

New parking lot guidelines and additional sidewalk appear to be working well.

Meeting adjourned at: 8:30pm

Next board meeting: Thursday, Sept 1st at 6pm

Respectfully Submitted,

Sue Hoefft,

Secretary