



## FRIENDS of MIP BOARD MEETING MINUTES: 09/05/19

Meeting called to order: 6:06 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	P
Financial Controller	Mary Jia	P	Parliamentarian	Thanh Nguyen	NP
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liason	Jen Pang	NP			

\*Not a board member, attendance does not qualify quorum

#### Other Attendees:

- Justin Harvey - Parent
- Casey Yarosh - Parent
- Juan Araiza - Parent & PTA president

### MINUTES

**Approve Meeting Minutes** Dated August 22, 2019. Melody motions to adopt the August minutes. Alex seconded. Motion passes

#### **PRINCIPAL or TEACHER REQUESTS/NEWS – 10 minutes**

- School News
  - Continuing learning walks
  - Created two leadership teams
    - Instructional leadership team
    - Environment leadership team
- Staffing Updates
  - 3rd grade teacher has left due to family emergency
- Other



### **FINANCIAL (TREASURER) – 10 minutes**

- 2019/2020 Budget
  - Ingrid, Eric, Melody, Megan and Mary to meet and discuss prior to back to school night.
- Financial Statements
- Invoice approval and expense reimbursements (process and approvals)
  - Will have two board members, who are not the President or Treasurer, sign the reimbursement form.

### **DONATION TRACKING (FINANCIAL CONTROLLER)**

- Donation tracking update
  - \$91,000 in donations shown in Kindful, but need to reconcile with Quickbooks
- Fundraising flyer
  - Create flyer to send home in the folders - target 9/19 - 9/20
  - Create flyer to be hung around campus

### **OTHER BUSINESS**

- Officer, Committee, & other updates

### **President (5 minutes)**

- Calendar & Upcoming Events
  - 9/12 Back to School Night and MIP Mandatory meeting
    - Board to provide updates to Eric and he will update the deck
- MIP Mandatory Meeting presentation discussion

### **Vice President (20 minutes)**

- Committee interest
- Gala planning
  - Cocktail hour
    - \$12-\$18/person/hour depending on quality based on 150 people
    - Name a drink \$500
- Sponsorships update
- Sponsor benefit and t-shirt
  - Consider adding sponsors to banner and t-shirts and marching in Laguna Niguel holiday parade



- Other fundraising
  - Spirit wear
    - Several pre-order tank tops

### **Outreach Director (10 minutes)**

- Outlets of San Clemente planning
  - No response so far, Lisa will continue to follow up
- MIP Welcome Social Success report
  - Newhart Middle school volunteers were super helpful
  - Pre-sold new spirit wear
  - Met several new parents
- Ambassador Program
  - Looking for at least one ambassador per grade
- Bake Sale
  - Board agreed to focus on culturally relevant events

### **Community Liaison (10 minutes)**

- PTA/BESF updates
  - BESF
    - Club 180 Drive
  - PTA
    - Passed budget at 9/5 meeting
    - Reflections competition - Theme is “Look within” - Due date 10/1
    - Upcoming Events
      - 8/26 - 9/6 Paper Drive
      - 9/5 - PTA Meeting
      - 9/13 - Book fair - need volunteers
      - 9/27 PTA Fun Run (50% of annual income)
        - Goal is \$60,000
        - Fun Run kickoff is 9/18



- Looking for new room parent liaison and new teacher liaison
- CUSD
- LIPAC updates
  - Need to determine who will be the Bergeson representatives
    - Add to Back to School Night slide and put a sign up sheet out
  - The first Lipac meeting this year will be Oct. 29 from 4-5pm in the CUSD boardroom and there will be 3 more meetings during this school year

### **Secretary**

- CUSD potential 2020 bond measure
- CUSD board member appointment

### **Communications Director (5 minutes)**

- Newsletter
- BARK
- Newhart

### **Middle School Liason**

- Meeting scheduled with Judith Murphine (Newhart principal) re: MIP communications, MIP mailbox, and MIP-related cultural events
- Newhart Back to School Night feedback
- MIP Chromebooks at Newhart
- LIPAC representatives from Newhart – Audrey Shaw and Jen Pang

### **Parliamentarian (5 minutes)**

### **Motions**

- Ingrid makes a motion to fund additional planning costs for 3rd grade substitute teacher outside the contractual day not to exceed \$1000. Eric seconded. Motion passes.
- Megan motions to hire a 6th aid which is in the current budget, Amanda seconded. Motion passes.
- Eric made a motion to approve \$632.49 for payment of tank top order. Alex seconded. Motion passes.



**Check Request:**

- Check request for Megan Holland for \$35.96 for Welcome Back Social
- Check request for Lisa Yi for \$413.50 for Welcome Back Social
- Check request for Eric Chamberlain for \$176.97 for Welcome Back Social
- Check request for Melody Brown for \$152.46 for Welcome Back Social

Meeting adjourned 8:54 pm

Next board meeting: Thursday October 3, 2019