



FRIENDS of MIP BOARD MEETING MINUTES: 12/12/19

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	P
Outreach Director	Lisa Yi	NP	Principal	Greg Hauser	P
Middle School Liason	Jen Pang	P			

*Not a board member, attendance does not qualify quorum

Other Attendees:

- Courtney Dezaht - Parent
- Justin Harvey - Parent
- Audrey Shaw - Parent
- Lily Chen - Parent
- Juan Araiza - Parent & PTA president

MINUTES

Approve Meeting Minutes dated November 7, 2019. Ingrid Feeny motions to adopt the November minutes. Mary Jia seconded. Motion passes.

PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- **School News**
 - Holiday Boutique
 - Teacher of the Year announced next Thursday at assembly



- Watch Dog program
 - About 5 people interested
- **Staffing Updates**
 - New Mandarin speaking sub hired to support 3rd grade
- **Parent meeting in lieu of MIPAC**
 - First meeting scheduled on 12/20 3:00 PM at CVHS
 - Teachers are hosting, parents to create the agenda

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

- Financial Statements
 - Melody was added to the account this month and Thanh was removed
 - Wrote a check for the 6th instructional aid to Bergeson for the rest of the year for \$7578
 - Paid 50% deposit in the amount of \$1,747.50 to the gala auction company
- Invoice approval and expense reimbursements
 - Ingrid will write a check \$893.03 to Face First for spirit wear which was approved during the November meeting
- Audit status (led by Auditor – Audrey Shaw)
- Other
 - Would like to consider moving money from the checking to the savings to earn additional interest from the savings account
 - Ingrid motions to move funds in excess of \$20,000 from the checking account to the savings account. Melody seconded. Motion passes.
 - Tax receipts
 - Suggest that people request their tax statements via email for those who wrote checks. Distribute communication in Bark and Newsletter.



- Tax receipts need to be sent by January 31, 2020.
- Fundraising analytics
 - Look to identify a board member to look at fundraising data and create metrics by grade

OTHER BUSINESS

- Officer, Committee & Other Updates

President (5 minutes)

- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings
 - First orientation went well. Parents were excited about the program.
 - New first grade student enrolled
 - About 20 families attended

Vice President (20 minutes)

- Grant application
 - New York Life grant application in progress, due on Sunday 12/15/19.
- Gala planning
 - Have sold almost 3 VIP tables so far and about 3 regular tables
 - Maximum VIP capacity is 7 tables with 10 people
 - Tickets for the teachers
 - Teachers are given complimentary tickets, look for donations to cover partner/spouse/guest
 - Partner/spouse/guest tickets will cost \$75
 - Update Kindful for amount that can be tax deductible
 - Melody motioned to approve money for gala decorations in the amount not to exceed \$1500. Eric seconded. Motion passes.
 - Megan motions to approve up to \$200 for photo booth. Melody seconded. Motion passes.
- Sponsorships



- Mission Statement/Program Objective and Goals
- Student Ambassadors update
 - 12/22/20 performance Coto's Philharmonic Society Committee Meeting
 - 1/25/20 Chinese New Year at San Clemente Outlets
 - Juan to share information about Mission Viejo event
 - February 29th 7:30 AM - 11:30 AM near New Hart
- Other fundraising
 - Spirit wear

Outreach Director (10 minutes)

- Melody motions to reimburse Lisa Yi for \$59.50 for Chinese cultural expenses. Thanh seconded. Motion passes.
- Traditional garment drive will be held Monday 12/16 at dropoff and pickup
- Jen Pang will reach out to Jennifer Hewitt about coming for Chinese New Year

Community Liaison (5 minutes)

- PTA/BESF updates
 - PTA
 - Holiday parade this weekend
 - BESF
 - Parent & Me Dance 2/7 in the MPR
 - Ralph's program and Amazon Smile
- CUSD updates
 - No updates
- LIPAC updates
 - Scheduled to meet on 12/18

Secretary (2 minutes)

- CUSD school improvement bond update



Communications Director (2 minutes)

- N/A

Middle School Liaison (2 minutes)

- Immersion parent was held on November 18th
 - First time Spanish and Mandarin parents had met together
 - Broke out into Spanish and Mandarin groups and discuss curriculum and direction of the program
 - Expected to set up ongoing meetings

Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

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Electronic Motions

- N/A

Check Request:

- Wrote a check for the 6th instructional aid to Bergeson for the rest of the year for \$7578 (previously approved)



- Paid 50% deposit in the amount of \$1,747.50 to the gala auction company (previously approved)
- Ingrid will write a check \$893.03 to Face First for spirit wear which was approved during the November meeting

Meeting adjourned 7:28 pm

Next board meeting: Thursday January 9, 2020