



**FRIENDS of MIP BOARD MEETING**  
**MINUTES: September 12, 2018**

Meeting called to order: 6:12pm

**Roll Call - Board 2018 - 2019**

Title	Name	Present	Title	Name	Present
President	Thanh Nguyen	NP	Community Liaison	Juintow Lin	P
VP	Nancy Lu Hu	P	Secretary	Kristi Rowley	P
Treasurer	Jake Narey	NP	Parliamentarian	Wade Shepard	P
Financial Controller	Linh Huynh	P	Principal	Greg Hauser	P
Outreach Director	Czarín Chan Lin	P	Curriculum Specialist	Jie Gao	NP
Communications Director	Monika Pinto Connell	P			

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

**Other Attendee's**

Megan Holland - Parent

Karen Chung - Parent

**MINUTES**

**Approve Meeting Minutes** Dated June 7, 2018. Vice President Proposed, Secretary seconded, all ayes. **Minutes approved.**

**FINANCIAL (Treasurer) - absent**

- Bank statements and current financial position of board unknown. Confirm outstanding invoices (Gala/other?).
- Need current financial outlook to develop fundraising game plan for 2018/2019

**CONTROLLER**



- Review Kindful program (donation software) to ensure highest and best use. Assist board in preparing current school year budget. Controller is admin for Kindful donation program.
- Deposit required to hold 2019 Gala venue. Review current financials. If venue is booked in June \$10 credit drink per person (confirm details with VP).

## **PRINCIPAL NEWS**

- New english teacher – every grade level has its own teacher. Combo classes
- Mandarin Immersion – long term substitute for Ms. Chi, considering Ms. Mack 2<sup>nd</sup> grade

## **CURRICULUM SPECIALIST**

- Statistics of test scores will be emailed to communications director and used for fundraising/parent communication (incoming and existing families)
- Program study which includes demographic study, reading, writing, math student performance results are at or above standards (very exciting).
- Requesting \$1000 for Middle School books. Board must review financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR
- Chinese reader also recommended, deemed highly valuable by curriculum specialist, approximately \$7,000 (2<sup>nd</sup> grade and up). Board must review financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR
- Bring on Middle School liaison to ensure adequate support from MIP
- Voice Thread also recommended by Curriculum Specialist and desired by Teacher (Ms. Lu – middle school teacher) \$600 multiple license user. Board must review financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR

## **COMMUNICATIONS/OUTREACH**

- Currently 320 MIP students, of that 205 contacts on hand, maybe an additional 105 registered in 2017/2018. Need to ensure all current participants have provided contact information and incoming contacts are updated.
- How to streamline communication between MIP, BESF & PTA so as not to overwhelm/confuse existing and incoming families.



- Facebook donate now – matches dollar for dollar one day per year. Is there a tracking method for “donate now” to obtain
- Communicate with BESF and the PTA to participate and schedule coffee talks?
- Discuss welcome party for beginning of year and incoming/existing families.
- Keep incoming/existing families informed with fundraisers in the BARK remind people about Kindful, adult Mandarin classes, and the welcome social (TBD)

## **VICE PRESIDENT**

- Consider buying (or having local businesses donate food and drinks and selling at events to further increase revenue).
- Secure auctioneer, deposit not needed anticipate total around \$3500
- Discuss with 2019/2020 Board or secure 2020 location early, ideal venue Marconi Auto Museum in Tustin with current preferred auctioneer. Need to book well in advance to have pick of venue locations. Discuss 3<sup>rd</sup> quarter 2018.
- Gala event
- Fundraising options, discuss MIP program with local businesses
- Review and identify corporate sponsors

## **PRESIDENT**

- Calendar and Upcoming Events. Confirm meeting date and provide updated calendar.
- Fundraising. Discuss options for fundraising events. Eliminate last minute fire drill with families for donations. Need to review current financial position.
- Bylaws. All incoming members review Bylaws (where is document located).
- Policy and Procedures. This is a work in progress and will need to be continued to be worked on with the new board this year.

## **NEW BUSINESS**

### **PRESIDENT**

- Absent, no new business proposed.

### **VICE PRESIDENT**



- October or January Chinese performance v. February Oliver Chin (in lieu of). Chinese lanterns to decorate breezeway.
- Create a raffle to encourage families to donate. See motion below.
- Create family directory. VP will generate the questions and families can participate with information willing to share. Goal to further build communities and assist with carpooling which may alleviate impacted pick up/drop off.
- Jamba Juice – frequency and format last school year. Three new formats voted for #3 higher price point 20% return to MIP. Monthly frequency. – **See motion below**
- Forming Gala Committee by MIP Social – bigger donation items
- Restaurant nights – back to school night (BESF and PTA), we should do spirit night. Panda Express or China Moon. Family friendly nights.
- CYN School wide Lantern Decorating Fundraiser – more detail and combine with Chinese performance.
- Sponsorship package – meeting

## TREASURER

- Fundraising Summary, 100,546 through 8/31/18, 237,785 target by 10/31/18, 137,239 additionally funding needed – push for fundraising.
- Revisit fundraising tactics, aligning fiscal year with school year.
- Raising salaries for two years in advance. Oldest kids contributing to salaries of teachers will not be utilizing. Discussed Jie Gao salary bulk of budget, necessary for the next 1-2 years or required longer? Further discussions needed for future date.
- Update funds raised by BTSN provided by Treasurer
- Financial Donations – taxes
- In House Audit Update
- IRS & CA Tax Update
- During mandatory meeting donating through kindful, easier tracking, still accept checks. Discuss monthly installments. Work with your company for donation matching.
- Sponsorship program
- Donation Tracking – update kindful. Update platform to Salesforce
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## FINANCIAL CONTROLLER

- There are a few unknown charges on the MP account that need to be reviewed. An auditor will be contacted.



## COMMUNITY LIASON

- Paper Drive extended 9/21 (because of new English teacher and new class assignments for the English program)
- BESF
- Footprint Friday needs an additional lead
- Dineout nights (Chronic Tacos, Ice Cream and more)
- 180 Membership ends Back to School Night

## OUTREACH DIRECTOR

- Next week mandatory meeting, catch new families mentor program at BTSN. Thursday 5pm. MPR. 9/13
- Volunteers to prepare MIP program message
- Welcome Social – 9/28 sign up genius bring a pot luck agree donate spirit wear, Rancho Niguel Club

## PR/COMMUNICATIONS

- Spirit Wear – parent volunteer to order and manage various sizing. Need to get a volunteer to assist with spirit wear. Vendor in San Juan. Ally and Brenda need someone to cover lower grade shift
- New designs?
- Website and Newsletter – website needs to be updated and revised. To meet with Monika to revisit. Exploratory meeting
- Newsletter – to highlight on a macro level the program and identify successes. Highlight Ms. Loh
- Friends of mip.org and a .com – cut the .com. Research more to eliminate the cost of .com

## PARLIAMENTARIAN

- E votes are required to be attached to meeting minutes. Attach all e votes that occurred prior to MIP Board meeting to meeting minutes from that board meeting. (eg June e votes attached to July meeting minutes).

## VOTES

1. Secretary motioned: Teacher (Ms. Komine) to attend National Chinese Conference November 16-18 (confirm dates) budget is \$1800 also recommended by curriculum specialist. Parliamentarian seconded, All ayes. **Motion Passed.**



2. Vice President motioned: for 20% jamba juice, Community liaison seconded. All ayes.  
**Motion Passed**

3. Vice President motioned: for \$250 raffle prize, per family donation, , Community liaison seconded. All ayes. **Motion Passed**

~~EMAIL VOTES SINCE LAST BOARD MEETING~~

~~1. See attached.~~

Meeting adjourned at 8:27 pm

Next board meeting: Thursday October 4, 2018

Respectfully Submitted,  
*Kristi Craft Rowley, Secretary*