



**FRIENDS of MIP BOARD MEETING**  
**MINUTES: June 07, 2018**

Meeting called to order: 6:04pm

**Roll Call – Outgoing Board 2017-2018**

Title	Name	Present	Title	Name	Present
President	Wade Shepard	P	Community Liaison	Marc Fudge	NP
VP	Vacant		Secretary	Jenn Calligos-Andrews	NP
Treasurer	Jake Narey	NP	Parliamentarian	Ami Barrett	NP
Financial Controller	Joseph Munoz	P	Principal	Greg Hauser	P
Outreach Director	Karen Chung	P	Curriculum Specialist	Jie Gao	P
Communications Director	Nancy Lu	P			

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

**Roll Call – Incoming Board 2018 – 2019**

Title	Name	Present	Title	Name	Present
President	Thanh Nguyen	P	Community Liaison	Juintow Lin	NP
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	NP	Curriculum Specialist	Jie Gao	P
Communications Director	Monika Connelly	P			

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

**MINUTES**

Quorum not met, prior meeting minutes not approved/provided by outgoing board.



## **FINANCIAL (Treasurer) - absent**

- Controller to assist Treasurer with bank statements and current financial status (see Motion at end of minutes). 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**

- Staffing for MIP 2018/2019 in place and no changes are anticipated.
- Interviewing for 50/50 teacher

## **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

- Teacher (Ms. Comeny) would like to attend National Chinese Conference November 16-18 (confirm dates) budget is \$1000 also recommended by curriculum specialist. 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

## **VICE PRESIDENT**

- Circus Trix year end party raised approximately \$400 (Circus Trix donated 20% of all funds.
- Consider buying (or having local businesses donate food and drinks and selling at events to further increase revenue).
- Review 2019 Gala locations, decision needed to book auctioneer. Available date 2/23/19 (see Motion at end of Minutes).
- If 2019 Gala venue booked in June discount applies.
- 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.

## **MIPAC**

- Not discussed



## NEW BUSINESS

### 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.

### VICE PRESIDENT

- Gala event
- Fundraising options, discuss MIP program with local businesses
- Review and identify corporate sponsors

### COMMUNITY LIASON

- Communicate with BESF and the PTA to participate and schedule coffee talks?

### OUTREACH DIRECTOR

- Discuss welcome party for beginning of year and incoming/existing families.

### PR/COMMUNICATIONS

- Keep incoming/existing families informed with fundraisers in the BARK remind people about Kindful, adult Mandarin classes, and the welcome social (TBD)

### PARLIAMENTARIAN

- Will provide prior meeting minutes format and agenda format for incoming secretary.

### VOTES

1. Parliamentarian motioned: allowing bank access to statements and other financial documents currently handled solely by Treasurer to Financial Controller . Community Liaison seconded. All ayes. **Motion Passed.**



2. Vice President motioned: approve selected 2019 Gala venue, Aliso Viejo Convention Center NTE \$20,000 for food and venue on selected date February 23, 2019. Parliamentarian seconded. All ayes. **Motion Passed.**

## **EMAIL VOTES SINCE LAST BOARD MEETING**

1. Unknown

Meeting adjourned at 7:32 pm

Next board meeting: Thursday August 16, 2018

Thursday September 6, 2018

Respectfully Submitted,

*Kristi Craft Rowley, Secretary*