

FRIENDS of MIP BOARD MEETING

MINUTES FEBRUARY 9th, 2017

Meeting called to order: 6:11pm

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

Minutes

Parliamentarian motioned to accept the January 12th minutes; Vice President seconded; accepted unanimously.

Email motions since last Board Meeting adopted:
See VOTES section at end of minutes

FINANCIAL (Treasurer)

- **Financial Reports**

See Balance Sheet attached

See Profit and Loss attached to Agenda, November 1, 2016 to present.

Reports reviewed by Board Members

- **In-House Audit Update**

Ami Barrett (a non-check signer) will now sign off on bank statements as a check and balance system.

- **1099s for Vendors**

Juintow Lin has tax returns ready to be mailed

- **Seller's Permit for Merchandise Update**

A letter got sent to a tax attorney for review. MIP tax ID status was applied for in 2013, but not received until late 2015.

DONATION TRACKING (Financial Controller)

- **Tax Letters and Direct Giving Tracking Update**

Tax letters now being generated by Kindful.

- **Donation Tracking**
Kindful program now in place and can keep track of donations.

PRINCIPAL NEWS

- Mrs. Fong was picked as the CUSD Elementary School Teacher of the Year. She was surprised in her classroom with the announcement.
- Incoming Kinder Orientations went well. We expect to have full kindergarten classes. Depending on the waitlist, there may or may not be room for out of district candidates.
- The second grade teacher position has been filled.
- Coffee talk to be held on March 9th with the Newhart Principal and PTA president in attendance

CURRICULUM SPECIALIST

- **News/Updates**
 - The second round of pen pal letters have been completed.
 - Met with the Newhart Middle School social studies teacher for support
 - Entire book for social studies will not be translated. Will use English text and supplement with essential Mandarin.
 - Attended the District social study meeting on 1/26/17
 - 4/25-26 is APPL Mandarin test for proficiency for 5th graders. Kids have been shown demonstrations. 3rd and 5th grade teachers have been trained.

MIPAC

- Approved the recommendation to add a 6th aide.
- Trying to identify the role of the Mandarin middle school teacher (full time, part time, additional classes). Teacher will cover the subjects of Language Arts and Social Studies. There is a meeting on March 6th will all involved.
- We continue to reach out to the Spanish immersion community at Newhart to form a common bond.
- Invitation to be sent to Newhart Principal Mr. Jones for the upcoming GALA
- Vicky Tai is investigating whether to start a poetry recital club in Mandarin at Bergeson.

BUSINESS

PRESIDENT

- **Calendar and Upcoming Events**
 - Author Oliver Chin that presented his books during a 2/9 school assembly will give 40% of his book profits back to MIP to those that buy from MIP
 - Annual MIP Gala is on March 4th, 2017
- **Policy and Procedure**
 - Document Retention Policy Draft- small changes being made
 - Whistleblower Policy Draft-small changes being made

VICE PRESIDENT

- **Fundraising Activities Status**

See Gala Prep
- **Gala Preparations**
 - Venue is set. Ticket payment and meal selection will be on Kindful. DJ is booked. Venue unable to allow “wine pull” bottles to be opened without a corkage fee. Currently fee is at \$25. Will try to negotiate this down.
 - YMCA childcare organized through Michelle Becerra for night of GALA for those interested
 - Currently have about 6-8 live auction items and a few silent auction items. Continue to seek more donations. Will try to set up a class competition for most donations given to MIP event.
 - Clarified ticket prices. Administration and MIP teachers receive comped tickets. Staff will be charged 50% of total. All spouses need to pay full ticket price.
 - GALA meeting on 2/15 at 5:30 in library to discuss event details. Meeting on 2/22 at 5:30 to do a check-in and check-out run through. There will be 4 credit card swipers.

COMMUNITY LIASON

- **Gala Invitations to Trustees**

MIP student attended board meeting and invited Trustees in person

OUTREACH DIRECTOR

- **Adult Mandarin Classes**
Start date has been pushed back to March 14th/16th. Class will run for 8 weeks.

PR/COMMUNICATIONS

- **Communication and Event Update**
Oliver Chen held a school assembly on 2/9 that went well.

PARLIAMENTARIAN

- We will re-enter the dragon boat race over the summer this year.

VOTES

1. **Parliamentarian motioned:** *I move to accept the revised catering amount for the GALA of \$11,189.34 remaining less our \$1500 deposit paid last June. Vice President seconded. All ayes. Motion Passed.*
2. **Parliamentarian motioned:** *I move to allocate \$200 toward Mrs. Fong's commemorative newspaper framing. All Ayes. MOTION PASSED.*

EMAIL VOTES SINCE LAST BOARD MEETING

1. **Parliamentarian motioned on 2/23:** *I move that we offer both the weekend in La Jolla as well as the "Choose Your Adventure" package as live auction items for the Gala. The La Jolla weekend will be at a cost no greater than the opening bid for the "Luxury Weekend Getaway" package which will include a weekend at their luxury property in La Jolla and a weekend Audi rental courtesy of Audi Mission Viejo (no additional cost). The "Choose Your Adventure" package will include 5 days/4 nights at one of 10 destinations at a cost of \$1,500/package which would be our minimum starting bid for the package. There will be no cost incurred for either package unless they are sold at the auction.*

Seconded by Vice President. Ayes by Treasurer, Financial Controller, President, Community Liason, Secretary, PR/Communications. Outreach Director no vote. MOTION PASSED BY MAJORITY

2. **Parliamentarian motioned on 2/22:** *I move to approve the spending of \$210 to reimburse for substitute teacher coverage for Uma Mainprize and Annie Chang on 2/21/17 so they could attend TPRS training.*

Seconded by President. All Ayes. MOTION PASSED

Meeting adjourned at 7:50pm

Next board meeting: Thursday, March 2nd at 6pm

Respectfully Submitted,
Sue Hoeft, Secretary

