

FRIENDS of MIP BOARD MEETING
MINUTES September 1st, 2016

Meeting called to order: 6pm

Roll Call/Introductions: Wade Shepherd - President, Joey Liu - Vice President, Juintow Lin - Treasurer, Sue Hoefft –Secretary, Joseph Munoz – Financial Controller (absent), Erich List– Communications/PR, Michelle Lee – Community Liaison, Karen Wu – Outreach Director, Ami Barrett –Parliamentarian, Greg Hauser – Principal, Jie Gao – curriculum specialist, Karen Chung –parent, Phuong Lee – parent, Jen Pang – parent, Jenn Callirgros – parent, PTA secretary- Tiffany Hirschi

Minutes

Parliamentarian motioned to accept the August 18th minutes; Outreach director seconded; accepted unanimously.

Email motions since last Board Meeting adopted:

President 9/8/16 motioned: **“I motion to pay for 4 of the 5 MIP Instruction Aides for the total of \$49,264.00.”**
 Financial Controller seconded. All ayes. **Motion passed.**

President 9/21/16 motioned: **“I motion to pay for classroom supplies of (2) document cameras and (2) short throw projectors for the new 4th grade teacher Ms. Welsh and the new 5th grade teacher Ms. Lee.”**
 Parliamentarian seconded. All ayes. **Motion passed.**

Outreach Director 9/22/16 motioned: **“I motion to release funds to the Irvine Chinese School for \$2280, the YMCA for \$240, and \$100 for teacher gifts to cover the adult Mandarin class costs.”**
 Treasurer seconded. All ayes. **Motion passed**

President 9/25/16 motioned: **I motion to approve spending \$10,948 for the 5th Instructional Aide, Quin Li, who will start on 9/26/2016.”**
 Community Liason seconded. All ayes. **Motion passed**

FINANCIAL

- **Financial Reports**

See Balance Sheet attached.

See Profit and Loss attached to Agenda, November 1, 2015 to present.

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

Joseph still investigating several different web based options for donation tracking that would send out tax letters as well as options for doing email campaigns. Letters still currently being sent out by request.

- **Seller’s Permit for Merchandise**

Still trying to get the answer to our question as to whether FOMIP qualifies for an exemption. We are seeking advice from a tax attorney.

- **Reimbursement Requests/Cash Verifications**

Forms are available in the office and online. This system is currently working ok and forms are getting filled out appropriately.

- **In-house Audit**

Jenn Callirgros (parent) agreed to do it and will complete it in quarters. This is ongoing.

- **Verticyl Advisors**

We are in the process of re-affirming everyone.

CURRICULUM SPECIALIST

Jie Gao informed us that the district is hiring a company to analyze the data from parent assessments done over the past year. Results should be known soon.

BUSINESS

- **Shared Google Drive** (President)

All board members will place non confidential information from their position in the shared drive to make it easier for everyone to access all files.

- **Calendar & Upcoming Events** (President)

-It was discussed to have events advertised on the classroom shutterfly sites by the room moms. Classroom FoMIP representatives can communicate with their room mom.

-Back to school night will start out with a FoMIP presentation. All board members should be present for introductions.

- **Leftover Cash Update** (President)

This is a shared fundraiser between BESF, PTA, and MIP.

- **Policy and Procedure** (treasurer)

Juintow has a video demonstration to show the board. However, due to technical problems it will have to wait until the next board meeting. All board members will be working on a specific point of the policy and procedures so that it can be completed by the end of the school year.

- **MIP Merchandise Status and Fundraising** (VP)

We will be selling tshirts, sweatshirts, and decals at back to school night as well as the moon festival bake sale. We need volunteers to staff the merchandise table. We may need to place an order soon for more spiritwear. It was discussed that Polly Chang has done all the spirit wear design in the past.

- **Grant Writing** – (Community Liaison)

Phuong Lee (parent) has been working on a grant and has submitted one for \$13,000. She will be working on more in the future.

- **Adult Mandarin Classes for 2016/2017** (Debbie-chair committee)

Both the beginner and the advanced class only have 4 people signed up. In order to run the class we need a minimum of 8 per class. Announcements will be made at back to school night.

- **MIP Welcome Social** (Outreach Director)

The Rancho Niguel Clubhouse has been reserved from 4-8pm on 9/16/16. We will have an icebreaker questionnaire for new parents. There will be a raffle for shirts and wine donations.

- **Tai Chi** (Outreach Director)

Vicki Ong (parent) has a tentative teacher for a Tai Chi class. He would like to do a demonstration at school and then possibly form an interest list for an afterschool class. More information needed.

- **Classroom Representatives/Committee Volunteers** (Outreach Director)

We need a list of committees and then form a sign up genius to get spots filled.

- **Communication and Event Updates** (PR/Communications)

We discussed having a family buddy system again. This would pair up veteran and new families in the same class. We will have an information sheet and the MIP social.

PRINCIPAL or TEACHER REQUESTS/NEWS

- **Hiring Status Updates**

We are fully staffed with 5 instructional aides.

- **Professional Development Update**

Our curriculum specialist has been a great addition. She is helping to form the K-12 program.

Meeting adjourned at 7:56pm

Next board meeting: Thursday, Sept 29th at 6pm

Respectfully Submitted,

Sue Hoefl, Secretary