



FRIENDS of MIP BOARD MEETING MINUTES: 11/3/2022

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

In-Person & Teams Meeting called to order: 6:07pm

Roll Call – Board 2022 - 2023

Title	Name	Present	Title	Name	Present
President	Kevin Welker	P	Communications Director	Janey Sherman	P
VP	Isabella Yiu	P	Community Liaison	Vanna Tran	NP
Treasurer	Joseph Munoz	P	Secretary	Julianne Finkelburg	P
Financial Controller	Paula Simeone	P	Outreach Director	Carmen Chang	P
Middle School Liaison	Jennifer Gatewood	NP	Principal- Bergeson	Dr. Chris Davis	P
High School Liaison	Paula Youssef	NP	Principal- Newhart	Judith Murphine	NP
Parliamentarian	Ruth Gyllenhammer	NP	Principal - Capo	John Misustin	P

Other Attendee

- None

MINUTES

Joseph makes motion to approve October 2022 minutes, Paula seconds, none opposed. October minutes accepted.

PRINCIPAL and/or TEACHER REQUESTS/NEWS

- Capo Valley High School – Principal John Misustin
 - Students will start signing up for AP tests soon
 - Reminder was sent out to students today
 - School gave a tour to a group of potential students and one was previously in the MIP program
 - Student attended MIP program up to 5th grade, skipped middle school, but continued learning Mandarin with a tutor



- Student is considering entering the program again next year and there have been a few other inquiries from other previous MIP students
 - Since they have kept up on the Mandarin, Principal Misustin does not see there being an issue
 - Ms. Komine has developed great connections with the families in the MIP program throughout the year and can be helpful with the process
- After the New Year Capo will start planning informational meetings at Newhart for incoming Freshman
- Capo is looking ahead towards the first MIP class graduation and are thinking of ideas to honor the students
 - Principal Misustin will share any ideas that come up with MIP
- Newhart Middle School – Principal Judith Murphine - NP
- Bergeson Elementary - Dr. Davis
 - School News
 - Bergeson is bringing back more in-person activities
 - Planning on holding a Chinese New Year dragon parade
 - Curriculum ideas for students to improve English and Mandarin skills and benefit students with low English scores
 - Kids use iReady for math and Dr. Davis wants to start the iReady English program
 - Dr. Davis will get licenses for iReady English for students in 4th and 5th grade
 - The school will evaluate the efficiency of it and if productive, Dr. Davis will consider implementing it schoolwide next year and apply for funding
 - Julianne asked how iReady English is different than Amplify
 - Dr. Davis explained that Amplify teaches the basics of reading, but iReady English focuses on reading comprehension
 - Teachers have expressed wanting to find ways to work more with students that are struggling and have aides work more with those



who are not.

- Currently the aides work more with the students that are struggling
- Kevin asked if MIP could receive the student accounts by grade
 - Dr. Davis will get this information
- Kevin asked about scores, and how the national average was down significantly this year
 - Dr. Davis explained that Bergeson didn't have as big of a drop of other schools
 - However, there is an area of need for second language learners
 - Teachers want to find ways to engage more with students who are struggling

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)

- Checks
 - Bergeson checks have not been cashed
 - Dr. Davis was made aware
 - Gala auction item refund
 - Samantha Baron has requested a refund for Shawn Mendes concert tickets that she won at the Gala auction with a winning bid of \$180 because the concert was canceled
 - Joseph makes a motion to approve the refund for \$180.00 Kevin seconds, none opposed. Motion carried to issue the refund
 - Check # 1774 was issued to Samantha Baron in the amount of \$180
- Newhart Lunar New Year receipts
 - Jennifer Gatewood issued receipts to be reimbursed for the 2022 Lunar New Year festivities at Newhart for a total of \$292.55
 - Joseph makes a motion to approve the reimbursement to Jennifer Gatewood for the 2022 Newhart Lunar New Year festivities (\$292.55), Kevin seconds, none opposed. Motion is carried to issue reimbursement check.
 - Check #1775 was issued to Jennifer Gatewood in the amount of \$292.55



- High School field trip costs update
 - Ms. Komine updated her calculations for the costs of the field trip and it has increased to \$385 from \$280
 - Joseph makes a motion to approve the revised costs for the high school field trip (\$385). Kevin seconds, none opposed. Motion is carried.
- Financial Statements
 - Balance sheet
 - Total assets = \$417,375.66
 - P&L sheet
 - Total donations = \$159,983.80
 - Some of the Direct Giving includes merchandise so Joseph will do an audit in QuickBooks which may adjust this total
 - His audit will be complete by the end of November
 - Kevin suggests getting an auditor on it as well
 - Joseph will see who did it last time
 - FY23 Budget
 - The FY23 proposed budget = \$151,820
- PayPal
 - Joseph transferred \$12,000 from paypal to bank account.
 - Paypal had about \$13,000
- Taxes
 - Joseph submitted MIP taxes
 - Kevin asked if MIP owed any taxes. Joseph confirmed no
- Option on how MIP can better accept donations from Venmo
 - Joseph found an App called Classy which is a platform for nonprofits to use as an extension to Venmo
 - Joseph hopes it will eliminate many of the issues MIP currently has with Venmo
 - Joseph will do more research on Classy and report back.
- Reserve discussion
 - Kevin asked Paula to check the bi-laws to see if/how we can invest savings to earn more interest
 - Joseph thinks Wade will be a good source
 - If possible, ask if we can change our bi-laws



- Reserve is set at \$10,000
 - Kevin asked if we can figure out why the board has not pursued investment options in the past
- Smart Board Projectors
 - Carmen mentioned the 3rd grade teachers (Ms. Fong and Ms. Chang) ask her if the board has a technology budget
 - The Smart Board projectors they have now are not good quality for Mandarin learning and can be difficult for children to see, especially those in the back
 - The Smart Board projectors are about ten years old
 - What can MIP do to help make learning better
 - Teachers do not have any suggestions, but Carmen wonders if teachers can annotate on a tablet like an iPad or Surface that attaches to the projector so students can see the stroke orders clearer
 - Dr. Davis said if the teachers had a wireless device they could use it would allow them to move around more while teaching. They would not be tied to one spot, and this could help improve student learning
 - Kevin suggests we work with the teachers and give them some suggestions
 - Carmen will follow up with Ms. Fong and Ms. Chang to let them know they can begin to think of some better alternatives

OTHER BUSINESS

President: Kevin Welker

- Next Meeting—December 1 Virtual, 6PM
- Kinder Orientation
 - Dates, times, and locations are listed in table below
 - Volunteers will be needed to provide overview and share experiences about MIP
 - Provide family with information on the MIP program, what they can expect and, what the board does
 - Principal Misustin will ask some of the high school students to



volunteer to speak and provide a student prospective

- MIP board members volunteered to speak at the following Kinder orientation meetings
 - December 5, 2022 8:30am - Paula
 - December 12, 2022, 8:30am - Julianne
 - January 16, 2023, 4:00pm - Joseph

Date	Time	Room
Monday, December 5, 2022	8:30am-9:30am	MPR
Monday, December 12, 2022	8:30am-9:30am	Library
Monday, December 19, 2022	8:30am-9:30am	MPR
Monday, January 16, 2023	4:00pm-5:00 pm	MPR

- Carmen asked about the TK program
 - Dr. Davis said it's part of the CUSD early education program and not affiliated with the school, similar to the preschool program
 - These families will still have to register for the Mandarin program
 - These students will not get priority for the Mandarin Kindergarten

Vice President: Isabella Yiu

- Date for 2023 Gala: March 25, 2023
 - Isabella asked Kevin to review and sign the contract to reserve the date and indicated MIP needs to pay \$900 deposit
 - Kevin reviewed the contract to sign and questioned the schedule which is set from 4:45 pm to 10pm.
 - Isabella explained the time was moved up from last year as there was an issue with it finishing too late
 - Once the contract is signed, Kevin will send Joseph the invoice received for the deposit and he can cut the check
 - Joseph asked if an invoice for the auctioneer was received so he can pay the deposit
 - Isabella will email it to him
 - Gala planning and volunteer recruiting
 - Isabella will contact Greater Giving and the DJ from last year
 - Since there was great success with last year's vendors, Kevin motions to obtain a smaller pool of quotes from Gala vendors, Joseph seconds, none opposed. Motion is carried. The board will re-discuss if quotes come in high and



unreasonable

- All agree the vendors from last year were good and should be used again if available and costs are reasonable
 - Isabella is beginning to recruit Gala committee volunteers
- The Gala theme will be Spring Bling since this coming year will be the year of the rabbit and rabbits are related to spring

Outreach Director: Carmen Chang

- 2022-2023 Calendar
 - Opera class is postponed until this summer because there is not enough enrollment
 - Cultural Enrichment: Bowers Museum - Ancient Arts of China: A 5000 Year Legacy Parent & me field trip - status
 - Close to 60 students/parents will be attending. The max amount allowed is 75. Enrollment is now closed.
 - Carmen asked Joseph if he has received payments from parents. She sold the tickets through PayBe
 - Joseph will go through the account to confirm and let her know
 - The most current invoice from Bowers is currently \$897.00, but may increase since all RSVPs may not have been accounted for yet. The invoice must be paid day of, and could be as high as \$1,000.
 - Carmen said she will give Joseph the final amount as soon as it is available
 - Carmen makes a motion to approve the final cost of the Bower Museum field trip (up to \$1,000). Kevin seconds, none opposed. Motion is carried.
 - Lunar New Year Student Showcase
 - Last time students participated was in 2019 and students performed at the Outlets at San Clemente
 - Carmen reached out to the Outlets at San Clemente, Spectrum and South Coast Plaza, but she has not received anything back. She asked if any board members have any contacts at any of these places
 - No board members have any contacts to provide
 - The showcase was successful in the past and it would be great to bring it back
 - Cultural Enrichment: Spring Break in Taiwan trip
 - Information session was last Thursday at the library and Ms. Jennifer said that so far two families are interested in going
 - MIP does not sponsor this event, but helps with facilitating

Community Liaison

- PTA/BESF updates - NP



- CUSD updates - NP
- LIPAC updates - NP
- Kevin reminds board to keep an eye on the joint calendar as it has lots of good information

Secretary: Julianne Finkelburg

- No Updates

Communications Director: Janey Sherman

- Newsletter will go out next week and will discuss:
 - Incoming Kinder meeting
 - Upcoming Gala - Kevin asked Janey to touch basis with Isabella about what is needed for the Gala, volunteers needed, donations, and include information for new parents on how important the Gala is and what it helps with

Middle School Liaison - NP

- Newhart Lunar New Year Celebration planning
 - Jennifer is still working on this

High School Liaison - NP

- HS Chinese Cultural Night planning - updates coming soon, will be emailed when available

Open Discussion

- None

Motions

- Joseph makes motion to approve October 2022 minutes, Paula seconds, none opposed, October minutes accepted.
- Joseph makes a motion to approve the refund for \$180.00 to Samantha Baron. Kevin seconds, none opposed. Motion carried to issue the refund.
- Joseph makes a motion to approve the reimbursement to Jennifer Gatewood for the 2022 Newhart Lunar New Year festivities (\$292.55), Kevin seconds, none opposed. Motion is carried to issue reimbursement check.
- Joseph makes a motion to approve the revised costs for the high school field trip (\$385). Kevin seconds, none opposed. Motion is carried.
- Kevin motions to obtain a smaller pool of quotes from gala vendors, Joseph seconds, none opposed. Motion is carried.



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Check Requests:

<u>Check #</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>
1774	Samantha Baron	Gala Auction Refund	\$180.00
1775	Jennifer Gatewood	Newhart Lunar NY Reimburs.	\$292.55

Kevin moved to adjourn the meeting and Paula seconds

Meeting adjourned 7:17pm

Next Official board meeting: December 1, 2022