



## FRIENDS of MIP BOARD MEETING MINUTES: 10/6/2022

25302 Rancho Niguel Rd Laguna Niguel, CA 92677

Virtual Teams Meeting called to order: 6:10pm

### 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	P	Principal- Bergeson	Dr. Chris Davis	NP
High School Liaison	Paula Youssef	P	Principal- Newhart	Judith Murphine	NP
Parliamentarian	Ruth Gyllenhammer	P	Principal - Capo	John Misustin	NP

#### Other Attendee

- Amanda Yeung
- Megan Holland
- Jennifer Holzman
- Melody Brown

#### MINUTES

Joseph makes motion to approve September 2022 minutes, Ruth seconds, none opposed, September minutes accepted

#### **PRINCIPAL and/or TEACHER REQUESTS/NEWS**

- Capo Valley High School – Principal John Misustin – NP
- Newhart Middle School – Principal Judith Murphine – NP
- Bergeson Elementary - Dr. Davis - NP

#### **DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER)**

- Financial Statements
  - Balance Sheet
    - Total Assets \$392,636.78



- Includes Gala and year to date fundraising
- Status of next year's budget
  - Total donation received \$134,491.90
  - Need to raise about \$20,000 more
- Invoice approval and expense reimbursements
  - Payment for merchandise to FaceFirst for \$1,466.78 sent
    - Check #1766
  - Report card release days (fifth grade teachers requested a fifth report card release days instead of four days)
    - Payment has already been approved and has been sent to Bergeson in the amount of \$3,355.00
      - Check #1768
  - Reimbursement from bake sale for \$75.75 was sent to Alexandra Welker
    - Check #1767
  - Outstanding Payments
    - Middle School book purchase completed via PayPal
    - iChinese invoice was due last month (\$8,492.96) – can be paid via credit card
      - Awaiting credit cards so will pay via bank draft
        - Check # 1771
    - Kindergarten book purchase
      - About \$600 is due, but can be paid via PayPal
        - Carmen and Joseph will connect tomorrow to determine how to complete payment
          - Carmen will use PayPal to complete the purchase
    - Bower's Museum \$50 deposit was paid for by Carmen.
      - Carmen is requesting a check reimbursement, Kevin seconds the motion
      - Reimbursement was sent
        - Check #1772



- PTA popsicle party reimbursement check sent for \$100
  - Check # 1769
- Other checks written:
  - Payment to Bergeson for Para Eds in the amount of \$37,299.34 sent
    - Check #1773
  - Check # 1770 Void
- Venmo Information
  - Venmo is still tied to Doug Anh and they suggested we try closing it and opening it again not in his name, but Venmo was not certain if it would work or not
  - Kevin could not obtain a Google phone number to tie to the account because the phone number feature is not available in the free Google mode
  - Venmo said all business accounts must be tied to a personal account
- Org Chart (duties)
  - Joseph received it from Junitow (a former Treasurer). It was created in 2016
  - All Board Members should update their duties to the org chart
    - Add important dates to help future groups know when to plan and share events

## **OTHER BUSINESS**

### **President: Kevin**

- Next Meeting is in-person on November 3 in Bergeson MPR
- Back to school night at Bergeson recap
  - Very successful – had approximately 120 people attend
    - Very informative
    - Great speakers from Paula and Daniel that helped provide a perspective from parents of older students
  - Kevin will have Janey post the presentation
- Merchandise sale and reorder summary
  - Back to school night and social were a big success for sales
  - Reorder has been placed and Joseph will help with payment (see above)



- No date yet on when order will be available
- It was asked if there is a sales number set-up so that we can continue to sell merchandise and report sales tax
  - Kevin and Jennifer are working on this
    - A seller's permit might be needed
      - Joseph will apply for a seller's permit
    - Melody added that from past research, there may be additional tax and reporting requirements
      - Joseph is familiar with the process and will begin working on it.

### **Vice President: Isabella (NP)**

- 2023 Gala will be March 25<sup>th</sup>
  - Email approval has been sent by Kevin
    - He will sign the contract and pay the deposit soon
    - Auctioneer raised rate to \$4500
      - Auctioneer will donate some travelling packages, including one to a Mexico resort valued at \$2800 to the Gala
  - Begin planning for Gala, recruit volunteers
    - Volunteer recruiting will start next month
  - Ruth suggests we book Auction Solutions Company soon as they book fast
    - Isabella will contact them and schedule for the event
- Final push for fundraising this fiscal year
  - Kevin suggests we set-up a table in the breezeway, put out email blasts, to get the word out
    - Kevin asked Isabella to set-up a sign-up genius to man tables two days a week from 1:45pm to 2:20pm for the rest of October
      - Board members can sign-up and can also recruit parents to help man the tables
      - Kevin will have the QR codes available. They are currently in the storage closet
      - Vinyl banners and table covers are available to use at table
      - It was suggested to not set-up tables until after the Fun Run event concludes on October 12<sup>th</sup>



- Megan said she will try and do her tables in the morning and MIP can do tables in the afternoon

### **Outreach Director, Carmen Chang**

- iChineseReader Enrollment Status update
  - Enrollment is completed and many students are logging in and using it.
  - No statistics currently available right now, but will have something at mid-year and end of year
  - Clever single sign-on is available, but it cannot be used since it is not a district approved curriculum
- Book Purchase for Kindergarten classes and middle school status update
  - Middle school book purchase is ordered and awaiting shipment
  - Carmen is helping kindergarten teachers process payment
- Cultural Enrichment: Beijing Opera class status update
  - Low enrollment so Ms. Jennifer may make another push to get students enrolled
- Cultural Enrichment: Cultural classes and trip
  - Ms. Jennifer spoke with Dr. Davis about adding cultural classes and a trip to Taiwan
- Cultural Enrichment: Bowers Museum - Ancient Arts of China: A 5000 Year Legacy parent & me field trip status update
  - Ticket purchase link will be posted on Facebook
  - Carmen asked if Janey could have Dr. Davis add it to the Bark Newsletter
  - Students must be accompanied by a parent and MIP will cover \$15 fee for students. Parents must pay \$15. It is for elementary and middle schools students
- Cultural Enrichment: High School field trip (11<sup>th</sup> graders)
  - Ms. Komine is organizing a field trip to China Town in Downtown LA
    - Total number of students = 14 and cost is \$20 per person.
    - Ms. Komine already asked families to pay, but asked if MIP will cover the cost for students who cannot pay
      - Carmen makes a motion to approve payment, Kevin seconds the motion, no opposed
- Bake sale recap
  - Weather caused a lower turn out, but was still successful
- Welcome Back Social recap
  - This was a successful event, lots of families attended
    - MIP provided a raffle for few items
    - Good connections made between families
  - Complaints by The Club and club members was received after because of the size of the event and lack of parking



- For next year, consider finding a larger venue with more parking
- Teach conference guidelines
  - A teacher is interested in attending a second language teaching conference in November. She is unsure of the process, and what needs to be done to for them to get funds and what is covered. Asked if MIP could provide some guidelines
    - Megan Holland said previously MIP covered travel expenses for teachers and a per-diem given for meals
    - Melody said in VP email drive there is information about CUSD's per-diem allowances and said the New York Life grant application should provide a good idea on what costs are covered. Dr. Davis can fill in any updates
    - Carmen suggests that principals should provide the guidelines
      - Ruth suggests we get a document from the principal to see what the professional development plan looks like for the teachers
        - Paula said that in the past, they take turns, and the principals should be able to know who can participate
    - The principal needs make the decisions and decide who/what conferences the teachers go
      - MIP can suggest principals look at online vs in-person options
    - Carmen has sent a few emails about this to Dr. Davis and she will follow-up with him and get additional input
    - Joseph asked if the middle and high school teachers go to conferences
      - Carmen said yes, they do, but the last time they went was in 2019
        - Paula said the high school has general money they used to fund a conference for a teacher
    - There is currently \$19,000 in the budget for teacher conference (3 teachers + 1 principal for elementary school; 2 teachers + 1 principal for middle school; and 1 teacher + 1 principal for high school)

### **Community Liaison, Vanna Tran (NP)**

- Update provided by Janey



- Previously principal checked calendar before approving events but seems there has been some overlap this year
  - Megan Holland said that all organizations (PTA, BESF, MIP) got together to create the school year calendar of events to prevent such issues from occurring
    - She asked if Vanna could provide more specific information so the issue can be fixed
    - If there are any TBD dates still hanging, let Megan know and she can update the calendar
    - All agree that the joint calendar has been very helpful
  - Kevin said MIP has tried not to step on the toes of BESF and PTA fundraisers
    - All agreed that each group has been doing a great job
- Controller needs to set-up an account for the different company matches
  - Paula will get in contact with Vanna to help her get a company match account set-up.
  - Ruth said that with a company match account the president may need to sign it as well
  - Paula has been entering all in donations to Kindful.
    - Kevin suggests we put together a registry of donations received so parents can see when a company match donation has come in.
- Megan asked for the MIP liaison to join PTA and BESF meetings
- PTA update provided by Megan Holland:
  - Fun Run fundraiser is currently going on
    - Got Bulldog branded t-shirts for students to wear on Wednesday (10/12) during the fun run
    - Parents are allowed on campus
      - Check the Bark Newsletter for times when student will be running
  - October 21<sup>st</sup> is movie night
    - The Nightmare Before Christmas will be played and it starts at 6:30pm (name of movie cannot be advertised)
      - Fifth graders will be selling snacks as a fundraiser
  - Next PTA meeting Oct. 20th and is a hybrid meeting



- BESF update provided by Megan Holland:
  - Next meeting is Oct. 14<sup>th</sup> 8am
  - Current projects:
    - Trying to help support science camp for 5<sup>th</sup> graders to allow more students to participate
    - Helping with the library, cleaning it up, adding artwork, etc. to make it better for students
- Kevin mentioned the future Capo Valley football game event is scheduled for Friday, October 8<sup>th</sup>
- CUSD
  - none
- LIPAC
  - None

**Secretary, Julianne Finkelburg**

- Minutes will be available in the next few days and posted to the shared drive

**Communications Director, Janey Sherman**

- MIP Newsletter
  - Trying to send one out after each board meeting
  - Will add the Bower Museum, and other cultural events to it
  - Ruth suggested adding the Gala save the date and ask if any are interested in joining the committee
    - In November Janey will add what the purpose is of the Gala
  - Add final communications push for annual fundraising
    - Melody explains that the end of the Fiscal year is in October so new parents have a chance to donate
      - Previously Kindful had a place for parents to add students' grade. If this is still available then MIP can run a report to see who has donated and from what grade
        - This can be used to help target specific classes

**Middle School Liaison, Jennifer Gatewood**

- Newhart Lunar New Year Celebration planning
  - Typically plan one week of festivities either end of January or beginning of February. Last year they got funding and a group at UCI did a lion dance.
    - UCI group said they will honor the same price as last year (\$500)
  - Preliminary expenses are \$900





- Will need to find out from Jennifer H, on when funds are needed
- It was asked, what kind of funding is available for the middle school to pay for some of these activities and events
  - Kevin thinks there is plenty in the budget to cover their estimated costs
- Jennifer will put together a more concrete plan and bring back some costs
- MS Communication
  - Asked Janey if she can provide a link for parents to donate for Middle and High School to put on Facebook and to add to their weekly newsletter

### **High School Liaison, Paula Yousef**

- January 27<sup>th</sup> is high school cultural night, time TBD
  - Will need funds this year and anticipate \$1200-\$1400 costs
    - Costs will go towards hiring teachers for the programming (musical instruments, poetry, etc.)
    - Kevin said this should fit in the budget (\$5100 in the overall budget (for all three schools))
    - Paula says once expenses are confirmed she will present it to the board so it can be accepted
    - Might potentially charge an entrance fee to adults or students to help cover costs for other experiences
    - Will need to find out from Jennifer H. on when funds are needed
      - Joseph wants payments to be orderly and asked that she let him know what payments are needed in between meetings
  - Jennifer H. spoke with Dr. Davis about the option of having a carnival booth for elementary and middle schools
    - Booths can provide demonstrations on calligraphy or something cultural
- Jennifer H is going to be holding an information meeting on Oct. 27<sup>th</sup> at 6pm at Capo Valley and she will give a presentation on a spring trip to possibly Taiwan and for the Beijing opera as a summer activity.
  - She will have flyers to hand out.
- Planning for potential MIP Graduation event for Class of '24
  - Looking for a new tradition for the program
    - Paula said the kids love to throw big graduation parties. They did something similar after Newhart graduation and, had a potluck and ordered Chinese stamps with their names as a gift
    - Recommends if they have a party or give gifts to do it in the spring before graduation
    - Kevin asked Paula to get suggestions from the first class

### **Open Discussion**



- None

**Motions**

- Joseph makes motion to approve September 2022 minutes, Ruth seconds, none opposed, September minutes accepted
- Carmen makes motion to approve reimbursement for the Bowers Museum deposit (\$50.00). Kevin seconds, none opposed. Motion carried to send reimbursement check.
- Carmen makes a motion to approve payment to cover the cost for students who cannot pay for the 11<sup>th</sup> grade high school field trip, Kevin seconds the motion, no opposed. Motion is carried.

**Check Requests:**

<b>Check #</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
1766	FaceFirst	Merch	\$1466.78
1767	Alexandra	Bake Sale	\$75.75
1768	Bergeson	Rpt Crd Dys	\$3355.00
1769	Bulldog PTA	Donation	\$100.00
1770	Void		
1771	iChineseEdu	iChinese	\$8492.96
1772	Carmen	Bowers Dep	\$50.00
1773	Bergeson	Para Eds	\$37,299.34

Meeting adjourned 7:55pm

Next Official board meeting: November 3, 2022