**FRIENDS of MIP BOARD MEETING**

**MINUTES** **April 14, 2016**

Meeting called to order: 6:20 pm

## Roll Call: Ami Barrett - President, Juintow Lin - Treasurer, Katrina Stoufflet – Vice President, Audrey Shaw - Parliamentarian, Debbie James - Secretary, Greg Hauser – Principal, Susanne Dachgruber -- Communications, Michelle Lee – Community Outreach Liaison, Ginger Zhang – Fong class rep, Rosalie Kuhlman – Annual Fund committee/Chi class rep, Wade Shepherd - parent, Karen Wu - C.Chang + Fong room rep, Stacy Cooper (left early) – 2nd grade parent

## Minutes

Parliamentarian motioned to accept the March 1 and 21 minutes; Community Outreach seconded; accepted unanimously.

Email motions since last Board Meeting adopted:

3/24 Secretary: “I motion to **approve $275.40 (including tax) to replace the MZHY [Meizhou Huayu] samples** that Nicole Loh forwarded to the District so the District could approve their use in the classroom.  These replacement samples would be used by our teachers to create curriculum for the 2016/2017 school year.  Within budget allowance: 2015/2016 Mandarin Curriculum Budget = $125,000
 Expenses to date = $3,060 (Lead teacher stipends)
 Remaining MC allocation = $121,940”

Seconded by Community Liaison on 3/24; all ayes 3/24; **motion approved.**

3/29 Parliamentarian: “I motion to **spend $850 on [Directors’ and Officers’ insurance] coverage [per insurance quote from Dealey, Renton & Associates]**.”

Seconded by Secretary on 3/29; all ayes 3/29-3/30; **motion approved**.

4/11 Secretary: “I'd like to make a motion to **extend nominations through Wednesday [April 13]**.”

Seconded by President 4/11; all ayes 4/11; **motion approved.**

## FINANCIAL

**• Financial Reports**

New version of Quickbooks upgrade made, only $10 extra per year, as wholesale discount after Treasurer signed up as a Quickbooks online accountant. Added President as user, potential to add others. Allows customized reports and has budgeting capabilities.

See Budgets vs. Actuals document

 Rosalie suggested call year ending the 20-XX year which applies to the academic year beginning 20-XX. Discussion to keep academic year and fiscal year clearly defined.

Treasurer will ask accountant about recording spending in previous or subsequent years that is applied toward current or future academic year.

See Profit and Loss document for current year to date vs. total last fiscal year

– Cash Receipt Procedure - tabled

– Request for Funds Procedure - tabled

 **• Process Donation**

Credit card processing: see spreadsheet attached to agenda. If we use Process Donation for annual fund, direct giving and Quickbooks ProAdvisor for cc swipe at gala, then we might save $ (or at least spend same as current) & have benefits of donation tracking. Assuming 50% donors will pick up transaction fee online. Treasurer will rerun numbers to more accurately reflect potential costs and get sample contract from Process Donation. Rosalie suggested BlackBot.

**• Bank Controls**

Need to set limits on withdrawls from ATM card since account balance is so high.

Discussion reducing two signatures for checks to one, but Board okay to keep two as is.

**• Tax Letters & Direct Giving Tracking Update** (Rosalie)

See Annual Fund Contribution Tracking graph. Donation receipt letters are up to date. Request for donors to remain anonymous if desired, especially through Paypal. Communications will make annual fund and online more clear how to remain anonymous.

**• Gala Financials** (Vice President)

Roughly $67K, expenses $17K, so net $50K. See Profit and Loss.

**• Dept. Of Justice Registration** (President, Treasurer, Parliamentarian)

Registration was inaccurate by attorney. Parliamentarian supplied documentation to correct the matter.

**• Budget Review (2015/2016 Final & 2016/2017 Revised)** table to next meeting (email review for May vote)

## BUSINESS

### • Committee Updates

## --2016/2017 Board nominations/Elections (Parliamentarian & Secretary)

Only nominees for 3 positions secured: President – Wade Shepherd, Community Liaison - Michelle Lee, and Treasurer – Juintow Lin.

Parliamentarian moved to **close nomination for the 3 offices secured and continue call for nominations for 5 remaining positions until next MIP meeting**. Secretary seconded. All ayes. **Motion approved**.

We will either close nominations if candidates secured by next Board meeting or take nominations from floor at next Member meeting. Balloting to follow.

### -- Middle School/High School Selection Update (President)

* **CUSD School Board Meeting 4/13 recap**

Dr. Susan Holliday presented options of Newhart Middle School to Capo Valley HS, Niguel Hills Middle School to Dana Hills HS and Aliso Viejo Middle School to Aliso Niguel HS. After discussion, Board of Trustees voted 5-2 to approve Niguel Hills Middle School to Capo Valley HS. Today, Ami requested more info on Niguel Hills from Dr. Holliday so that information we will be sharing via e-blast to Membership is accurate. Greg agreed to write “Letter from Principal” announcing MIP feeder pattern, logistics, classroom/facility needs.

Now that MIP feeder pattern is decided and school of choice policy impacts incoming 2016 Kindergarteners, they should be informed of commitment to MIP feeder pattern. Specifically, added into the Language Immersion/International Baccalaureate enrollment policy is the dedication of incoming students to all schools in the new MI feeder pattern, giving up all of their home schools, not just their elementary.

* **Language Advisory Committee Meeting 3/22 recap**

District pamphlets for Elementary are combined with Middle, but High Schools have individual flyers that are not consistent. District has taken our info to build the Mandarin brochure.

* **Parent Priority Survey** in preparation for Financial Meeting

Review and revise last year’s survey – Do we need to make one this year? Discussion on present value and overload of recent surveys (middle school). Agreed one is not mandatory.

Community Liaison moved to defer **community survey to the fall**. Communications seconded. All ayes. **Motion passed.**

-- Parliamentarian

**Leftover Cash Contract Review**: President to sign w/ PTA. Will hold fundraiser in the fall.

**Dragon Boat Race** update:

Difficulty in getting adult boat, so will just have one for the kids. $300 registration per boat, 2 parents + 16 paddlers, plus $120 steers person, refundable $100 trash deposit. Will ask participants to pay $20 and receive T-shirt (design TBD, Audrey will ask Paula Loh). For benefit to FoMIP for this expense we need more promotion, use our banner, filming, etc.

– Vice President

**Gala Recap:** financials mentioned previously.

**2017 Gala** – Were set for March 11 at Oak Creek venue, but to get same auctioneer, March 4 or April 22, 2017 are available. Will hear back from Oak Creek contact regarding March 4.

**Affiliates & Sponsors Update** (Panda Tree & 88bb – new affiliates)

One of them wants to present at next Membership meeting. President will clarify.

Revised Panda Tree contract attached to agenda. Board members to comment after review.

--Communications

**Code of Ethics** – tabled due to time constraints

**Mailing List Update** (Agustin DelAlamo not present) – 292 currently on list. Agustin has offered to assist with creating/updating database. Will get update from Jenny in office, and correlate it with Rosalie’s list. Board agrees to permit him exclusive access for this purpose as he is trusted as a past Executive Board member and current MIP Advisory Council member.

### MIP Advisory Council March 17 meeting recap

Minutes attached to Agenda. Discussed 50/50 model, program coordinator need, parent concerns with communication. Principal Hauser shared that the 50/50 model 3rd grade survey completed (60% parents like) and teacher input. Will continue 50/50 model for 3rd grade and also make 4th grade same for 2016/2017 year. He will share this information directly to the MIP parents. Next MIPAC meeting Thurs 4/28, 1:30 pm.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Curriculum Developer

Greg, Ami and Daniel Wong have worked hard with District but CUSD wants funds in account prior to posting job. Greg looking at potential candidates from those applying for teaching positions. If CD not hired, money won’t be refunded to Friends of MIP, but would be held for FoMIP spending. MIP AC, Greg and FoMIP Board request to see the position description prior to its posting.

Community Liaison moves to **release up to $100,000 to District for our gift account for Curriculum Developer hire provided that MIP AC/Principal receive and approve a position description**. Vice President seconded. All Ayes. **Motion approved**.

* **Teacher Hiring for 2015/2017**

We need 2 Mandarin, 1 English (Koch may rehire).

* **Coffee Talk**

Rescheduled for Thursday May 12th.

Meeting adjourned at: 8:38 pm

Next board meeting: May 3, 2016

 Respectfully Submitted,

 Debbie James, Secretary