**FRIENDS of MIP BOARD MEETING**

**MINUTES** **May 3, 2016**

Meeting called to order: 6:11 pm

## Roll Call: Ami Barrett - President, Katrina Stoufflet – Vice President, , Juintow Lin - Treasurer, Debbie James - Secretary, Greg Hauser – Principal, Michelle Lee – Community Outreach Liaison, Audrey Shaw – Parliamentarian, Wade Shepherd – parent, Rosalie Kuhlman – Annual Fund committee/Chi class rep.

## Minutes

Parliamentarian motioned to accept the April 14 minutes; Community Outreach seconded; accepted unanimously.

Email motions since last Board Meeting adopted:

Vice President 4/19: motioned “to tip Zack [Krone, Gala auctioneer] 15%, $420, bringing the total invoice total to $3020.”

President seconded. All ayes 4/19-4/20. Motion passed.

## FINANCIAL

**• Financial Reports**

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

**• Process Donation**

Tabled to next meeting.

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

Fewer donations last month, but some sizeable. Next batch of receipts to go out next week.

**• Tax Filing with IRS**

Extension until June 15th.

* **Inhouse Audit**Gave documents/information to volunteer auditor, Michael Yu.

**• Budget Review (2015/2016 Final & 2016/2017 Proposed)**

Line item review, discussion on dollar amounts, adjustments. *MIPAC input by Greg, Ami and Audrey.* Funds spent now in 2015/2016 fiscal year for 2016/2017 school year. Several items in our current school year purchased/funded the previous fiscal year. President to email revised document prior to coffee talk.

## BUSINESS

### • Committee Updates

## --Directors & Officers Insurance (President)

## active, certificate awaiting policy # and will be reissued.

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

In addition to the 3 previous positions secured (President – Wade Shepherd, Community Liaison - Michelle Lee, and Treasurer – Juintow Lin) nomination received for Secretary – Sue Hoeft.

Secretary moved to **close nomination for Secretary as a candidate is secured and continue call for nominations for 4 remaining positions through open MIP meeting May 12th**. Discussion about unfilled positions at end of school term/start of next. Vice President seconded. All ayes. **Motion approved**.

We will take nominations from floor at next Member meeting and, if quorum achieved, live vote for single candidates.

– Vice President

**2017 Gala** – We’re set for March 4th, again at Oak Creek venue, Lorrie D’Bellis contact. Quote for buffet at this year’s attendance: $12,320 for 145 persons. Auctioneer confirmed. Current VP to sign contract with $1500 deposit, due date TBD.

**Affiliates & Sponsors Update**

88bb to present at coffee talk, 10 minutes brief introduction to their service. We’ll also make announcement about Panda Tree’s free trial.

-- Community Outreach Liaison

**End of Year Social** -- Ursula Rubina & Shirley\_\_\_\_\_\_\_\_ chairs.

Saturday May 28th, Melinda Park in Mission Viejo. FofMIP will donate 4 T-shirts as prizes.

Community moved that **we spend up to $225 for End of Year Social expenses.** President seconded. All ayes. **Motion approved.**

--Communications

**Code of Ethics** – tabled due to Susanne’s absence

### MIP Advisory Council April 28 meeting recap

Next year’s curriculum discussed, including 5th year developed by Julie Fong. Third grade will continue as 50/50 Mandarin/English model, 4th grade will begin 50/50.

Self-assessment survey with teachers by MC Barrosa, regarding 7 items. Generally we are at/above target with a few areas for improvement.

Middle school curriculum planning discussed. Greg in discussion with Niguel Hills principal.

NH middle has “village approach” to incoming 6th graders that may impact our curriculum.

Debbie registered to attend The Policy and Practice of Dual Immersion: Planning for the Secondary Years seminar at the UCLA Confucius Institute, May 14th.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Curriculum Developer

EdJoin.org has posted Curriculum Specialist for Mandarin Immersion Program, ending 5/16.

* **Teacher Hiring for 2015/2017**

Teacher hiring status – still interviewing. Student class assignments will follow full teacher load and their grade assignments.

* **Coffee Talk**

Thursday May 12th, to go over current income/expenses, next year’s budget, elections, middle school Q&A with Principal Hauser.

Meeting adjourned at: 8:38 pm

Next board meeting: June 7, 2016

Policy and Procedures

Process Donation

Code of Ethics

Installation of new Board Members

Respectfully Submitted,

Debbie James, Secretary