**FRIENDS of MIP BOARD MEETING MINUTES: 9/7/2023**

**25302 Rancho Niguel Rd Laguna Niguel, CA 92677**

Teams Meeting called to order: 6:35pm

**Roll Call – Board 2023-2024**

| **Title** | **Name** | **Present** | **Title** | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- |
| **President** | **Kevin Welker** | **P** | **Communications Director** | **Janey Sherman** | **P** |
| **VP** | **Monica Pi** | **P** | **Community**  **Liaison** | [Wendy Jerney](mailto:missgato1@gmail.com) | **P** |
| **Treasurer** | **Joseph Munoz** | **P** | **Secretary** | **Julianne Finkelnburg** | **P** |
| **Financial Controller** | **Paula Simeone** | **P** | **Outreach Director** | [Rachel Wong](mailto:rachel.g.wong@gmail.com) | **P** |
| **Middle School Liaison** | **Czarin Lin** | **P** | **Principal- Bergeson** | **Judith Murphine** | **P** |
| **High School Liaison** | **Samantha Baron** | **NP** | **Principal- Newhart** | **Michael Kim** | **P** |
| **Parliamentarian** | **Ruth Gyllenhammer** | **NP** | **Principal - Capo** | **John Misustin** | **NP** |

**Other Attendee**

* Eric Chamberlain
* Aly
* Alexandra Welker

**MINUTES**

Joseph makes a motion to approve May 31, 2023 minutes, Julianne seconds, none opposed. May 31, 2023 minutes are accepted.

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

* Capo Valley High School – Principal John Misustin - NP
* Newhart Middle School – Principal Michael Kim - P
* Bergeson Elementary - Principal Judith Murphine - P
  + School News
    - Back to school night on Sept. 14
      * Mandatory MIP meeting at 5pm
    - Working with law enforcement to promote student safety especially those who walk to school
    - Working with teachers on refining structural practices
    - Just finished beginning of the year assessments (Dibels and iReady)
  + Teacher Aides
    - Wants to maximize the time that aides are in the classroom supporting children
      * Some aides are now working in multiple grade levels
  + Staffing Updates
    - Czarin asked if they will be introducing new teachers and teacher aides to the community
      * There are two new teachers and Principal Murphine said all of the aides are returning staff. Information about the new teachers will be added to the BARK
  + Other
    - Wendy asked how the school feels about students being tardy
      * School is going to start instituting a 13 day program and when a class fills up the 13 blocks then that class earns playground equipment
      * School has been acknowledging the classes and students who are on time and providing positive reinforcement
    - Monica Pi asked about a contact for Josephine for the Moon festival to see if they will waive the facility rental fee and for the tables
      * Josephine is in the facilities department at the district office. Principal Murphine will get her a contact phone number
      * Principal Murphine recommended trying to use the online tool for her request
    - Kevin asked if she could provide a slide or two on the guiding coalition for the mandatory MIP meeting on Sept. 14
      * Principal Mursaid yes and she wanted to confirm that parents of children in the MIP must attend the meeting
        + Kevin confirmed
    - First guiding coalition met last week and she is going to send out a request more detail information about each of the team
      * She will also reach out to those who did not attend and make sure they are aware of the schedule and if they are still interested in joining
    - Wendy asked if MIP is a non-profit organization
      * Kevin explained that the Friends of MIP is a non-profit and we are just affiliated with the school district

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

* Financial Statements
  + Status of year-end budget
    - Currently the available balance is $81,799.43
    - Money from Gala should transfer over this month (that is $61,000 of the 81K)
  + Fiscal year runs from November 1 to October 31
  + Over the next two months is when the board gets most of its donations
  + For Back to School Night he will have information on how much has been donated and how much more we need in order to meet our goal for the fiscal year
  + Joseph and Paula will have a report ready by next Thursday that shows fundraising totals for the current fiscal year
* Invoice approval and expense reimbursements
  + Outstanding Payments
  + Checks mailed
    - $325.73 - [Jennifer Gatewood](mailto:jwong1974@hotmail.com) - Chinese New Year Expenses
    - $469.73 - Vanna Tran MIP Social
    - $1000 - Sara Wheaton funeral donation
      * Joseph mentioned the board needs to decide how it should deal with similar tragedies that may occur in the future
    - $672.09 Alexandria Welker - MIP social
  + The first part of October we will need to start paying for the aides and there are three payments of $33,000 each
  + Franchise tax board payment will need to go out
* Venmo information
  + Asked if anyone knows Doug as he cannot get a hold of him
    - Ruth said she knows him, but asked if we could just close the account and then reopen it
      * Joseph said Venmo said it could not guarantee doing that would fix the account since it is associated with the organization’s tax ID
* PayPal Information
  + He will resend the QR code that is assigned to the PayPal account. And said we should encourage people to use it to make payments and not Venmo
  + Need to include the total amount of deposits for this fiscal year and will meet next week
* Federal tax schedule
  + October tax return for end of October 2022 is being finalized and will be ready by the end of next week before the Oct. 15 deadline
* Paula, Kevin and Joseph are finalized at the bank but he needs to add Monica to the account and signature card
  + He will email her to see what she is available is next week so they can meet at Wells Fargo
* Monica asked about cash on hand for the bake sale
  + Alexandra said that last year she used her own cash up front, but encouraged electronic payment
  + Joseph said If she wants to have cash on hand, she should have her bank card in time and can pull out cash for the event
* Kevin said that he has asked the teachers to send them an email about expenses for the library of MIP books at the middle school
  + He said he has reminded Ms. Loh to send an email

**OTHER BUSINESS**

**President: Kevin Welker - P**

* Next Meeting—October 5, 2023, Bergeson MPR, 6PM
  + Aly asked if we have coordinated with PTA on back to school night
    - Kevin said that he will send that out after the meeting
  + Monica asked if there is anything other board members need to prepare
    - Kevin said if there is any information she would like to share he can revise the VP portion of the presentation
      * She would like to provide information on the following:
        + Put out a sign-up sheet to lead a group to learn a new activity - and parents could donate $15 for the event
        + For the Gala she is full of ideas on how to get more press, perhaps a celebrity guest so more people than just MIP parents come
    - She asked about the volunteer lists
      * Julianne mentioned that she has it and will send it out shortly
* Presentation of the approved 23-24 budget and agreement of the 24-25 budget total for fundraising purposes that kick off 11/1/23.
  + He will send out a link of the approved budget to the board
  + The fundraising goal has increased in anticipation of an additional aide for the next school year and because of inflation
    - Elementary is increasing from $450 to $465
      * This has gone up because of an increase of students and needed resources
    - Middle school and high school suggested donation of $150 (stayed the same for middle school and is an increase for HS)
      * The high school suggested donation is going up because of an increase in high school students
    - 80% of the budget is for curriculum and aides at Bergeson
* Based on interest from parents, the board is re-establishing the Corporate Fundraising committee and it will be lead by a parent volunteer, [Rick Bitney](mailto:rickbitney@aol.com).
  + Rick has a student at Bergeson
  + He will reach out to different corporations and ask for donations and support from outside our parent committee
  + Monica asked when she can reach out to him as she has other parents who would like to help and she would like to get parents who are interested in helping with grant writing in contact with him as well
    - Kevin said he will provide his contact information

**Vice President: Monica Pi - P**

* Gala planning
  + Currently looking at different venues
  + Has some great ideas on how to get more press and more than just MIP parents to come
    - Perhaps a celebrity guest or celebrity auctioneer
  + Will have a survey together soon to get input from parents and donors about the Gala
* Other fundraising
  + Wants to organize a monthly parent-lead activity
    - Ask parents to donate approximately $15 for the event to help pay for any equipment, snacks, water, etc.

**Outreach Director: Rachel Wong**

* 2023-2024 Calendar
  + Moon Festival itinerary
    - Monica helped getting activity ideas and they will be doing crafts on Monday, Tuesday and Wednesday and some parents have already volunteered to help
    - WIll hold the bake sale on Thursday and the 5th grade Kona ice will be on Thursday this year
    - Monica said if anyone needs the donation letter to ask companies for donations to let her know
    - Wants to send out a google form to gain interest to see who wants to attend so they know how many supplies to get and she wants to send out sign-up genius for the bake sale
      * Janey suggested we reach out to those that have signed-up already first before reaching out to more to volunteer
      * Alexandria suggested posting flyers in the breezeway
      * Also last year they looked to see what people were donating and then purchased items after to fill in the gaps
* iCHinese reader subscription for grades 1-8
  + Will be $7866 for the school year and needs to get the invoice approved. She will reach out to Joseph.
  + She also needs a roster of all the kids so they can get login information for the student accounts. She has reached out to Jennifer in the office
    - Principal Murphine asked her to resend the email to Jennifer and Cc her
* Chinese books
  + There is someone giving away simplified children books and asked if there is a need for them
    - KEvin said since they are free we could take them and offer them to families
    - Czarian asked if they are for younger children or for middle school where the older students will benefit from them
      * She will take pictures and share the information she finds out about the books
* Lunar New Year
  + Jennifer Hewitt will be on campus February 2nd for dragon dances
  + Rachel reached out to the Spectrum about doing an event there but they said it was too early for the to plan
    - Alex mentioned that they did a performance at the San Clemente Outlets pre-COVID and to check the outreach emails
      * Rachel said she had looked at the emails but doesnt think the contact is still there
        + Czarain said this was a huge undertaking that required a lot of volunteers and scheduling. She will look and see if she can get in contact with them
  + Suggested doing red envelope grams and a coloring contest for students
* Monica asked if the high schoolers who shared at the Chinese cultural presentation could volunteer and show the younger kids these talents
  + Alex recommended reaching out to Jennifer Hewitt about cultural activities and if she could provide these, but they would not be available for free
* First Thursday of October Jennifer will hold a spring break trip information session. MIP will need to put the MPR on hold
  + - Rachel asked if there is more the board needs to do
      * Alex said the Board can put it on Facebook and include it in the Bark
        + Principal Murphine recommended sending any information to the Middle and High School principals

**Community Liaison - Wendy Jerney - dropped off the call**

* Phone died and was unable to provide update

**Secretary: Julianne Finkelnburg - P**

* Volunteer List
  + Will send out to the group shortly.
    - It will include those that signed-up using the QR code and those that signed up on paper
    - The file will be shared with the group and can be updated as more people sign-up to volunteer
* Minutes will be available for all to review in the next few days

**Communications Director: Janey Sherman**

* Newsletter Content
  + Will go out next week and will include all discussions from tonight's meeting (moon festival, new committee, what contributions families need to contribute,etc.)
  + Survey for the gala and will mention about the mandatory MIP meeting and suggested donations
  + Czrian asked if the new principals would like to put together brief introductions
    - Janey will reach out to Principal Kim and Murphine to gather this information and add it to the newsletter

**Middle School Liaison - Czarin Lin -**

* MS Communications - Chinese New Year Planning
  + Jennifer Hewitt books up quickly but she was able to book her for February 2nd.
    - In the past Jennifer has done three stations for the middle schoolers and will do the same again this year
    - Jennifer has reached out to Ms. Komine so the high schoolers can use the dragon dance props
  + Czarin is part of the Newhart PTA group and they have expressed interest in participating in the Lunar New Year week

**High School Liaison: Samantha Baron - NP**

* Potential MIP Graduation event for Class of ‘24
  + Inaugural families are still discussing these plans
  + Families are potentially planning on Seniors coming to Gala with parents
* HS communications: Chinese New Year Planning
  + Kevin believes Ms. Komine has started planning for this event

**Open Discussion**

* Monica asked if there were preferences for location and auctioneer.
  + Alex said that Zach started from the beginning and the inaugural families may be upset if he is not at the gala
    - Kevin will reach out to the inaugural families and see if they have a preference
* Czarin said she would be happy to set-up a table for volunteers and collect donations at Back to School Night

**Motions**

* Joseph makes a motion to approve the May 31, 2023 minutes, Julianne seconds, none opposed. May 31, 2023 minutes accepted.

**Check Requests:**

**Check #     Payee             Purpose           Amount**

1784 [Jennifer Gatewood](mailto:jwong1974@hotmail.com) CNY Expenses $325.73

1785 Vanna Tran MIP Social $469.73

EFT (Voided 1786) Go Fund Me-Sara Wheaton funeral expenses $1000.00

1787 Alexandria Welker MIP Social $672.09

Kevin motions to adjourn the meeting and none opposed.

Meeting adjourned 8:17pm

Next official board meeting: October 5, 2023 (Bergeson MPR)