



FRIENDS of MIP BOARD MEETING MINUTES: 03/05/20

Meeting called to order: 6:06 pm

Roll Call – Board 2019 – 2020

Title	Name	Present	Title	Name	Present
President	Eric Chamberlain	P	Communications Director	Alexandra Welker	P
VP	Melody Brown	P	Community Liaison	Amanda Yeung	P
Treasurer	Ingrid Feeny	P	Secretary	Megan Holland	P
Financial Controller	Mary Jia	NP	Parliamentarian	Thanh Nguyen	NP
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liaison	Jen Pang	NP			

*Not a board member, attendance does not qualify quorum

Other Attendees:

- Juan Araiza - Parent & PTA president
- Justin Harvey - Parent
- Austin Lee - Parent

MINUTES

Approve Meeting Minutes dated February 6, 2020. Melody motions to adopt the February minutes. Eric seconded. Motion passes.

PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- **School News**
 - Parent -Teacher conferences this week
 - Coordinating with middle schools on transitions
 - Watch Dogs



- Looking to incorporate dads on school campus
- Meeting on Wednesday 3/11
- Kindergarten classes are full, less than 15 kids on the waitlist. A few that are in district, and the rest out of district
- **Staffing Updates**
 - Mandarin Language teachers went to a collaboration meeting with Spanish Language teachers
 - Currently 3 candidates for the high school position
- **Mandarin Immersion Program Articulation Meeting (MIPAM) - Parent meeting in lieu of MIPAC**
 - District not supporting a program manager
- **Other**

DONATIONS, BUDGET AND FINANCIALS (TREASURER & FINANCIAL CONTROLLER) – 10 minutes

- Financial Statements
- Invoice approval and expense reimbursements
 - Check request in the amount of \$1,729.40 for Melody Brown for gala expenses
- Audit status
 - Audrey has completed through November 2019
- Chromebooks
 - High School
 - Anticipate one cart for highschool
 - Confirm with high school Principal
 - Middle School
 - Received invoice for Newhart Chromebooks (for audit and budgeting purposes)



- \$21,000 for 80 Chromebooks (purchased in a previous year)
 - Charging cart is \$975
 - Etching cost and service cost may not be reflected in price listed on website
- Elementary School
 - 3rd grade also needs new Chromebooks, approximately 68 needed
 - Ingrid made a motion not to exceed \$35,000 for third grade replacements, approximately 68, and 40 Chromebooks for high school. Eric seconded. Motion passes.
- Other

OTHER BUSINESS

- Officer, Committee & Other Updates
 - Two teachers interested in attending San Antonio conference in November
 - Provide form to teachers ASAP

President (5 minutes)

- Calendar & Upcoming Events
- MIP Board Elections
 - Create the flyer and highlight positions we need
- MIPAM updates

Vice President (20 minutes)

- Gala success report
 - A lot of participation at the gala
 - Net revenue of \$65,058
 - Consider doing an educational campaign on the donation process
 - Comprehensive report from auction company
 - Look for ways to get more parents involved
 - Research additional venues



- Melody to secure Zach and auction company for next year
 - 3rd week of February
- Grants
 - Submitting another New York Life grant
 - Consider lowering the ask and adjusting the need
- Sponsorships
- Student Ambassadors
- Other fundraising
 - Spirit wear
 - Alex to update website with current options
- Other

Outreach Director (5 minutes)

- Cultural enrichment event -- \$300 for 2 teacher presenters
 - Dance presentation 3/17/20 Bergeson MPR – 9:30am 3rd-5th; 10am K-2nd
 - Lisa motioned to approve invoice from Irvine Chinese school for \$300 for Cultural enrichment event. Eric seconded. Motion passes.
 - Still coordinating a date/time for Newhart Middle School
- Soka University International Festival – 5/2/20 10:30am-5:00pm
 - MIP Student Ambassadors performance application submitted
 - Should find out by end of March if MIP will perform
 - Booth? \$90
- Year-end Social – Defy 5/28/20 4-7pm
 - Lisa to make a flyer
 - Flyer needs to be approved by Defy
 - Lisa to ask about availability of upstairs area
- Traditional garment drive ongoing
- Summer activities on campus
- Spring Carnival



- Lisa to work with Juan on logistics

Community Liaison (5 minutes)

- PTA/BESF updates
 - PTA
 - Variety show
 - March 12th is rehearsal
 - March 13th is the show
 - Spring Carnival
 - BESF
 - Raffle tickets
 - LA Galaxy 3/11 & 3/13
 - Coin drive 3/16-3/20
 - Joint coffee talk on March 13th
 - Silent auction in April
 - Board nominations in progress
- CUSD updates
 - Next meeting is on 3/18
- LIPAC updates
 - Meeting on 3/5
 - Audrey and Amanda to share notes
 - Increasing cost of substitutes from \$105 to \$125
- WatchDogs
 - Meeting on 3/11 at 6:30 PM

Secretary (2 minutes)

Communications Director (2 minutes)

Middle School Liaison (2 minutes)

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Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

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Electronic Motions

- Eric made an electronic motion to approve \$390 to cover cost of additional paper for the school. Lisa seconded. Motion passes.

Check Request:

- Check 1728 to CUSD in the amount of \$20 for parking signs
- Check 1729 to Octavioano Romero in the amount of \$900 for DJ services at the gala
- Check 1730 to California Coastal Auctions in the amount of \$3338 for auction services at the gala
- Check 1731 to the Hills Hotel in the amount of 3583.93 for gala venu
- Check 1732 to Auction & Event Solutions in the amount of \$1747.50 for silent auction services
- Check 1733 to Marian Bergeson Elementary School in the amount of \$384 for substitute teachers
- Check 1734 to Bergeson in the amount of \$23,000 for instructional aides
- Check 1735 to Bergeson in the amount of \$672 for 5th grade long term substitute
- Check 1736 to Franchise Tax Board in the amount of \$10 for Tax Return Fee
- Check 1737 to Registry of Charitable Trust in the amount of \$50 for annual fee



- Check 1738 to Eatons Income Tax Services in the amount of \$200 for tax preparation for FY 2018-2019
- Check 1739 SCCCA in the amount of \$300 for dance demonstration
- Check 1740 to Melody Brown in the amount of \$1729.40 for gala expenses
- Debit card charge to The Hills Hotel in the amount of \$858.40 for final balance of gala venue

Meeting adjourned 7:40 pm

Next board meeting: Thursday April 2, 2020