# MINUTES

**FRIENDS of MIP EXECUTIVE BOARD**

**February 3, 2016**

Meeting called to order: 6:10 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, Daniel Wong – MIPAC chair, Rosalie Kuhlmann – Annual Fund chairperson, Chi Room Rep, Karen Wu – C.Chang Room Rep, Jenn Callirgos Andrews – parent & PTA President, (first 15 minutes Ferdinand Poon with LeftoverCash, PTA and BESF members)

## Minutes

Treasurer motioned to accept the January minutes; Communications seconded; accepted unanimously.

Email motions since last Executive Meeting adopted:

Email 1/15 Secretary “I motion to reimburse BESF $300 for our portion of their tax filing for 2015.” [per President’s email]

Seconded by Parliamentarian 1/15, 1/15 all ayes except no vote from Community Liaison.

Email 1/16 Communications “I motion to pay the author, Oliver Chin a negotiated honorarium of $175…for coming to our school to present his new book “The Year of the Monkey” on 2/22.  He is planning two presentations to all MIP classes to discuss what it is like to be an Asian American author, he will read the book, answer questions and do a drawing demonstration.”

Seconded by Treasurer 1/6, accepted unanimously 1/16-1/21.

Email 1/20 President “I move that we approve spending $3,220 to send Annie Chang and Amy Koch to a two-day GLAD training in February [including] a four day demo (date and time TBD).”

Discussion 1/21, amended total $3,236.20 to cover binder tax & shipping, seconded by Communications 1/21, accepted unanimously 1/21-1/25.

## FINANCIAL

**• Financial Reports**

November to present Profit & Loss shared as printout. Balance Sheet not completely reconciled due to quickbooks.

**• Credit Card Processing**

Card reader expenses to be considered. Phase out Square in favor of PayPal.

**• Quickbooks Upgrade**

Can hold off on upgrade but would be nice.

**• Insurance Quotes** (President)

Waiting to hear back on general liability included vs. rider cost.

**• Tax Accountant Search**

Received 3 quotes of a wide range of fees. Scott Eaton, estimated $150-$600, has form for us to complete. Need to file an extension anyway. Communications

**Treasurer motioned to retain up to $600 Scott Eaton as accountant for tax filing for this past fiscal year. Vice President seconded; accepted unanimously.**

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

Caught up on donation receipt letters. Tracking information will lag behind Treasurer’s month-end financials, so not ready by FoMIP board meetings. Board discussed info is more relevant for website.

**• 501(c)(3) Correction Update** (President)

Checked with attorney who said everything has been filed. We are just waiting for confirmation.

## BUSINESS

### • Committee Updates

-- Parliamentarian

Guest Ferdinand Poon with LeftoverCash. He proposes to set up a temporary vault in Principal’s office, school-wide draw for foreign currency, they collect it & exchange, then we get a check in US dollars. Split funds in thirds between the 3 Bergeson fundraising organizations. He will send draft contract to Audrey for her to distribute.

Dragon Boat races: Will plan a local demo to draw attendance and educate MIP families. Need 18 people per boat. Would like FoMIP to cover registration this year.

--Communications

Language Immersion Advisory Committee Meeting 1/26: School of Choice still did not go to vote because of feeder pattern discussion. Jeff Jones, Principal of Newhart Middle School in attendance – Spanish immersion will go there. Next meeting March 22nd at 4 pm.

Annual Fund Update: Fund forms will go out with Gala letters.

– Vice President

Classroom reps disseminating information to parents? Class shutterfly sites utilized.

SmartRaiser Card Update: hold off until September.

Sponsors/Affiliates: SeaView Pediatrics as sponsor; Vertical Financial as affiliate.

Car decals (Karen W.) – only 2 orders so far. Need to sell with spirit wear at Bake Sale.

• **Gala Update:** 59 registered, 19 paid so far; 210 max. Class participation competition underway. Full color flyers to go home with students. Tickets on sale until Feb 26th. President to send out complimentary invitations to CUSD board, MIP teachers and sponsor. Auction items being solicited by team of three: 25 items confirmed so far. Wine collection started for wine pull and case auction. Two parking spaces confirmed by Principal. Phoebe Karr making masks to sell for $10; FoMIP will reimburse cost of goods once sale complete.

* **Chinese New Year**

Daniel -- In lieu of Lion Dance, the “Monkey King”, Ghafar Pourazar, can do 3 performances for CNY.

**Secretary motioned to pay Ghafar Pourazar $350 for 3 Monkey King performances on Monday 2/8 for class assemblies, Communications seconded; accepted unanimously.**

* **Cultural Engagements**

Spring trip 20 people going to Beijing; Summer trip 8 people deposited.

Looking at Chinese media resources BB88TV and Panda Tree as affiliates to provide revenue share.

### MIP Advisory Council meeting January recap

MIPAC recommending to fund Coordinator/Manager for next academic year to drive the program. Unable to find a consultant. Salary of program coordinator to come from unused consultant funds. Need approval so CUSD can post a job soon to recruit for start in August, 1 year position. Susan Holliday to finalize how funds will be held by FoMIP in the event someone is not hired. Principal mentioned that Spanish immersion does not have such a position under CUSD, so district will not contribute. MIP teachers still developing curriculum on own with current resources.

In addition to above, MIPAC looking at New Chinese Curriculum and would like to hire someone for peer review of our teachers of their curriculum work. MIPAC requesting reallocation of dollars from current year consultant amount to fund the review.

### Middle School/High School Selection Update

Principal attended meeting last night about middle school schedule. At Carl Hankey, Language Arts would be every other week (shared with PE time), in addition to a subject taught in Mandarin. At Newhart, a Mandarin teacher would be able to fill their workday with other subjects. He feels it would be an easier school to assimilate into. Both feed into Capistrano Valley High School. FoMIP need to get parent feedback before making our recommendation to the CUSD Board of Trustees. Daniel suggested a conference call-in 9 pm to discuss prior to survey. We will use FreeConferenceCall.com for conference tomorrow night, with follow-up survey to go out by email by Thursday am.

Next CUSD Board meeting February 10th, 7pm at district office.

* **Coffee Talk**

Scheduled for Thursday March 10 combined with BESF and PTA.

## PRINCIPAL or TEACHER REQUESTS/NEWS

### • Aide hired

### Kristina Wu recently started, filling current position. Budget for current year covers the present 3 aides. Ideal to hire the second desired applicant now to retain her for the fall.

**Parliamentarian? motioned to allocate up to $5200 to hire an addition Mandarin aide immediately for remainder of school year; Katrina seconded; accepted unanimously.**

### • Enrollment for 2016-2017 school year

Digital registration available. MC Barrosa held an extra orientation tour last week. Looks like we will have 2 full classes.

Meeting adjourned at: 8:32 pm

Next board meeting: March 1, 2016

Respectfully Submitted,

Debbie James, Secretary