

# **FRIENDS of MIP BOARD MEETING**

## **MINUTES December 1, 2016**

Meeting called to order: 6:07pm

**Roll Call/Introductions:** Wade Shepherd – President, Joey Liu – Vice President, Juintow Lin – Treasurer, Sue Hoeft – Secretary, Joseph Munoz – Financial Controller, Erich List - Communications/PR, Michelle Lee – Community Liason, Karen Wu – Outreach Director, Ami Barrett – Parliamentarian, Greg Hauser – Principal, Jie Guo – curriculum specialist, Mrs. Welsh – teacher, Juan Araiza – parent

### **Minutes**

Ami Barrett motioned to accept the November 3<sup>rd</sup> minutes; Joseph Munoz seconded; accepted unanimously.

Email motions since last Board Meeting adopted:  
None

### **FINANCIAL (Treasurer)**

- **Financial Reports**

See Balance Sheet attached

See Profit and Loss attached to Agenda, November 1, 2016 to present.

- **In-House Audit Update**

The process is taking longer than expected. However, still hopeful to finish the first 6 months at the end of January 2017.

- **Tax Filing Status and 990 Form Review**

Invoice has been paid to the accountant.

- **Seller's Permit for Merchandise Update**

This is still in process. Once done, it will be sent in for review.

- **Bank Controls**

There has not been time to address this yet.

- **Policy and Procedures**

Joey will work on getting a policy about document retention, and Wade will get one pertaining to whistle blowers. Anita Hsu will review all contracts for time being.

## **DONATION TRACKING (Financial Controller)**

- **Tax Letters and Direct Giving Tracking Update**  
Currently we have a few donations since the start of the new fiscal year (Nov 2016). Tax letters have been sent to those that have provided their email.
- **Treasurer and Financial Controller Responsibilities**  
Treasurer is to keep the profit/loss and balance sheet up to date. Financial Controller is to deposit all checks and record and keep all donations from individuals and company match.
- **Donation Tracking**  
Joseph has spent a lot of time researching many different online donation tracking systems. It was discussed that the current system of manually logging in donations and then emailing out a tax receipt continues to require a lot of time and resources and still has deficiencies. Therefore, using a computer system that could manage the donations and immediately have the information available to send out would be beneficial. The online system “Kindful” was adopted. (See vote section).

## **CURRICULUM SPECIALIST**

- **News/Updates**
  - 5<sup>th</sup> graders will start their pen pal letters to students in Taiwan in December. There will also be opportunity for them to “face time” with their pen pals after the first of the year.
  - K-2 is now aligned
  - Mandarin Language Arts textbook for middle school is to be submitted to the district on Dec 2<sup>nd</sup>
  - 1/27/2017 will be the Chinese New Year celebration at school. A Chinese teacher from a local area will be doing the dragon dance.
  - 1/28/17 will be the New Year bake sale

## **BUSINESS**

### **PRESIDENT**

- **Calendar and Upcoming Events**
  - Incoming Kinder Parents Orientations will be 12/2, 12/8, 12/14, 1/11, and 1/18

- PTA boutique asked for FoMIP participation on 12/12-13. We will donate xmas ornaments from storage to sell to help fund the 5<sup>th</sup> grade science camp.
- **Final FY16 Results and Actual Carryover to FY17**  
The final carryover to FY17 is \$103,000. We currently have \$3601.55 in new donations during Nov 2016.
- **Sponsorship Calendar Terms**  
It was decided that the term for sponsorship would be the school year. We could then prorate any sponsors that join throughout the year. Currently, the term is the calendar year. However, since we only have a few sponsors, it was discussed to keep the system we have to avoid confusion. IF our sponsorship were to grow, we could then reconsider the term start.

## VICE PRESIDENT

- **Fundraising Activities Status**  
The next bake sale will be for Chinese New Year in January.
- **MIP Merchandise Status**  
A new tshirt order is in process to re-stock the sizes we have run out of or are running low on. (See Vote)
- **Gala Preparations**  
The site has been reserved. We are now in need of volunteers to hit the pavement for donations. It was also discussed that the trustees have always been invited in the past. However, they have not attended an event yet. Members of FoMIP will attend a district Board meeting to hand deliver the invites and have a few upper grade Mandarin students come to do the invitation in Mandarin. We will also be offering teachers admittance for free.

## COMMUNITY LIASON

- **Grant Writing Update**  
There is no new upates.
- **Middle School Decision**  
The trustees have made the decision to have MIP students attend Newhart Middle School next year. The vote was 4-2 and will be ratified when the absent trustee attends the December meeting.

## OUTREACH DIRECTOR

- **Mentoring Program**

All families have been matched up. However, those offering mentoring have not had good luck in getting responses from their families.

## PR/COMMUNICATIONS

- **Communication and Event Update**

We will be having a Chinese author come and talk to the students during Chinese New Year. Discussions also ongoing about recommending a place for families to go to celebrate the New Year such as the big celebrations in LA or San Diego. There may also be a celebration in San Clemente that will be looked into.

- **Amazon Referral Program**

This is still being worked on.

## MIPAC

- **Updates**

Now that the Middle School has been approved, research is ongoing about looking into before and after school care. Currently, there have been discussions with the YMCA, Out of Bounds, and Mission Viejo Christian.

## PRINCIPAL or TEACHER REQUESTS/NEWS

- **School start time**

Due to the start time of 7:35 for Newhart Middle School, Principal Houser is looking into getting the district to push back the start time of Bergeson.

## VOTES

- 1. Community Liason motioned: "I move to adopt *Kindful* as our donation tracking program."**

Vice President seconded. All ayes. **Motion passed.**

- 2. Vice President motioned: "I move to spend \$1790.16 for new spirit wear."**

Parliamentarian seconded. All ayes. **Motion passed.**

- 3. Financial Controller motioned: "I move to approve the expenditure of \$132 for 5 copies of Phonics for Reading, Level 2 and 5 copies of Phonics for Reading, Level 3 and 2 teacher's guides from**

**Curriculum Associates to provide intensive reading intervention for students in the 3<sup>rd</sup> grade MIP program.”**

Community Liaison seconded. All ayes. **Motion Passed.**

- 4. Financial Controller motioned: “I move to authorize an expenditure for Jointow to purchase educational materials in Taiwan on her upcoming trip”.**

Parliamentarian seconded. All ayes. **Motion passed.**

- 5. Outreach Director motioned: “I move to comp the tickets to the Gala for teachers, the principal, and other Mandarin staff and offer half off the ticket price for all other school staff.”**

Financial Controller seconded. All ayes. **Motion Passed.**

Meeting adjourned at 7:46pm

Next board meeting: Thursday, January 12<sup>th</sup> at 6pm

Respectfully Submitted,

*Sue Hoeft, Secretary*