

# **FRIENDS of MIP BOARD MEETING**

## **MINUTES January 12, 2017**

Meeting called to order: 6:10pm

**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 (absent), Greg Hauser – Principal, Jie Gao – Curriculum Specialist, Gina Liu- Parent, Karen Chung- Parent, Linsy Devouassoux-Parent

### **Minutes**

Joseph Munoz motioned to accept the December 1st minutes; Joey Liu 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**  
We continue to be behind on this task due to the large volume needed to sort through. We discussed obtaining estimates to possibly pay a professional to help us. An idea was brought up that it might be best to start fresh with the current fiscal year that just started in November 2016.
- **1099s for Vendors**  
Vendors were identified
- **Seller's Permit for Merchandise Update**  
Verbage for sellers permit exemption letter was reviewed

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

- **Tax Letters and Direct Giving Tracking Update**

The school address is to be used for employer matches and company donations. Tax letters will now be generated by Kindful.

- **Donation Tracking**

Kindful program starting today. Dates are needed to talk with the representative to get orientated. Kindful will be used to pay for Gala tickets as well as purchase auction items. However, personal checks can still be used if needed.

## **PRINCIPAL NEWS**

- The current status of the teacher opening for second grade was discussed. There is a currently a 30 day substitute in place. The teacher opening is posted and a wide net has been thrown to try to find a replacement. If needed, Jie Guo (curriculum specialist) is certified to teach in Mandarin. Also, February is the timeline to hire a teacher for a 2 section position.
- MIPAC is helping to get ready for the middle school transition later this year. The Principal and the PTA President from Newhart Middle School will attend the next coffee talk at Bergeson to answer questions.

## **CURRICULUM SPECIALIST**

- **News/Updates**
  - The first round of pen pal letters have been completed.
  - Grade 3-5 is now aligned and reading packets are done
  - Working on social studies curriculum for middle school (create and translate to Mandarin)
  - 1/26/17 is the District social study meeting
  - 2/27/17 is the middle and high school common writing handbook meeting
  - Mrs. A. Chang and Mrs. Mainprize will be attending TPRS for learning strategies for teaching foreign language
  - 4/25-26 is APPL Mandarin test for proficiency for 5<sup>th</sup> graders

## **BUSINESS**

### **PRESIDENT**

- **Calendar and Upcoming Events**

- Incoming Kinder Parents Orientations this month is 1/18 from 8-9am in the MPR. There has been a lot of interest at the previous meetings.
  - Adult Mandarin Classes start 1/24 at Bergeson
  - Lantern Bake Sale 1/26 after school
  - Chinese New Year starts on 1/28. The Metro in Irvine has some free tickets if traveling to LA.
  - 5<sup>th</sup> grade Dragon Dance scheduled for 1/25 has been moved to 1/26.
  - Author Oliver Chin will share the zodiac book on 2/9 from 9:30-11:30am in the MPR
  - Annual MIP Gala is on March 4<sup>th</sup>, 2017
- **Policy and Procedure**
    - Document Retention Policy Draft handed out for review
    - Whistleblower Policy Draft- Joey Liu obtained some samples for review and emailed them to the executive board for review

## VICE PRESIDENT

- **Fundraising Activities Status**  
We will coordinate with Zach about setting up things at the Gala for purchase
- **MIP Merchandise Status**  
Tshirts were ordered and have arrived. There was a small difference in the original quoted price. (see VOTE)
- **Gala Preparations**  
The Gala will be a 20's theme. Michelle Becerra will be contacted to arrange childcare at the YMCA for the event. A planning meeting needs to be set up soon to help with Gala preparations and get volunteers.

## COMMUNITY LIASON

- **Grant Writing Update**  
There is a grant writing class available but it is costly. No other new updates.
- **Middle School Decision**  
Newhart Middle School was ratified on 12/14/16

## OUTREACH DIRECTOR

- **Mentoring Program**

It was discussed to get in touch with incoming kindergarten parents prior to the start of school to help with mentoring .

## PR/COMMUNICATIONS

- **Communication and Event Update**  
Oliver Chen will be driving from LA to Bergeson in February to talk with the children. He will receive an honorarium of \$250.
- **Amazon Referral Program**  
MIP will get a percentage from Amazon sales made through the MIP link to Amazon for gift ideas
- **Chinese New Year**  
San Clemente is having a celebration. It was discussed having a group gather to do a performance, but there is not enough time.

## VOTES

1. **Financial Controller motioned: "I move to approve the new total for the MIP tshirts of \$1851.25". Community Liason seconded. All ayes. Motion Passed.**

Meeting adjourned at 7:55pm

Next board meeting: Thursday, February 2nd at 6pm

Respectfully Submitted,  
*Sue Hoelt, Secretary*

