



FRIENDS of MIP BOARD MEETING MINUTES: 02/06/20

Meeting called to order: 6:14 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	P	Parliamentarian	Thanh Nguyen	P
Outreach Director	Lisa Yi	P	Principal	Greg Hauser	P
Middle School Liason	Jen Pang	P			

*Not a board member, attendance does not qualify quorum

Other Attendees:

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

MINUTES

Approve Meeting Minutes dated January 9, 2020. Jen Pang motions to adopt the January minutes as edited. Amanda Yeung seconded. Motion passes.

PRINCIPAL and/or TEACHER REQUESTS/NEWS - 10 minutes

- **School News**
 - Pilot report cards
 - Mandarin more standardized than in previous years
 - Kindness Week



- Career Day
- Teacher ACE Day
 - Teachers met and reviewed recent test results and discuss approaches to address student abilities
- **Staffing Updates**
 - Ask from teachers: Looking to get funding for a half day to prepare for report cards
 - \$100 per grade x 3 grades
 - Ingrid makes a motion to approve the cost for substitute teacher for half day to cover Kindergarten through 2nd grade for second and third trimester report card periods not to exceed \$700. Eric seconded. Motion passes.
- **Mandarin Immersion Program Articulation Meeting (MIPAM) - Parent meeting in lieu of MIPAC**
 - Next meeting will be after the gala
 - Upcoming meeting agenda topic will be Traditional vs Simplified
 - There was a presentation from 2014 that reviewed this
 - Will reach out to Nicole Loh
- **Mandarin Conversation Center idea**
 - Looking to potentially set something up for after school
 - Would cost \$35/hour this year, and \$50/hour next year with the likely need of doing 2 hours per session
 - Consider K-2, 3-5
 - Consider suggesting it to the YMCA to incorporate
 - See if Saddleback could add to their after school offerings
- **Other**



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

- Financial Statements
 - Have received almost \$10,000 in ticket sales for the gala as well as an almost \$8,000 sponsorship
 - Ingrid to look for \$3,000 sponsorship that was made via Kindful in late October 2019, as it is not currently reflected under Sponsorships
- Invoice approval and expense reimbursements
- Tax Statements
 - Was able to get all tax statements out via email and physical mail
- Tax Returns
 - Working to submit to the IRS
 - Ingrid motioned to approve the invoice to Eaton's Income Tax Services for \$200, approve the invoice to Franchise Tax Board for \$10 to cover the fee to the state, and approve the invoice for Registry of Charitable Trusts in the amount of \$50. Eric seconded. Motion passes.
- D&O Insurance renewal
 - Annual rate will be increasing, Eric is going to look into additional insurance options
- Other

OTHER BUSINESS

- Officer, Committee & Other Updates

President (5 minutes)

- Calendar & Upcoming Events
- Kindergarten Interest/Orientation meetings
 - More than 64 students have applied

Vice President (20 minutes)



- Gala planning
 - Up to about 134 tickets sold, potentially 2 or 3 more
 - Thanh to help figure out projector logistics
 - Comping approximately 15 tickets
 - Silent auction items
 - Chinese New Year performance seats
 - 2 seats on each of the center aisle per grade level
- Sponsorships
- Grant update
- Other fundraising
 - Spirit wear
 - Alex to update website with current options
- Other

Outreach Director (5 minutes)

- Student Ambassadors
 - Will resume practice on 2/21
- Outlet performance
- Traditional garment drive
 - Will continue to collect them
- Enrichment program - March or April?
 - Potentially have Irvine Chinese School dance teachers come and showcase Chinese dances
 - K-2 session
 - 3-5 session
 - Target a day where there isn't 4th & 5th grade music
- End-of-year social
 - DEFY
 - May 28
 - Lisa to confirm that the date is still reserved and can still do the fundraising package



Community Liaison (5 minutes)

- PTA/BESF updates
 - PTA
 - Kindness Week
 - Variety show
 - February 27 is pre-rehearsal
 - March 12th is rehearsal
 - March 13th is the show
 - Spring Carnival
 - Could Ambassadors perform at Spring Carnival?
 - BESF
 - Parent & Me dance on February 7 6-8 PM
 - \$10/adult
 - \$5/kid
 - Joint coffee talk on March 13th
- CUSD updates
 - Next meeting is on 2/19
- LIPAC updates
 - Next meeting is February 25

Secretary (2 minutes)

- Reminder that we should begin planning for next year's board elections
 - Alex to post on MIP at Newhart for Middle School liaison, may need to add high school liaison board position
 - May need to add the following roles/committee chairs, possibly as non-voting board members:
 - Ambassador Program Director, PR, Spiritwear
 - Eric to look at bylaws
 - Look at role descriptions and see what needs to be modified



Communications Director (2 minutes)

- Peking Opera
 - 6 Week Mandarin Program starting June 8th - 7/17 9AM - 12PM
 - Language and calligraphy
 - Estimated to be \$395
 - Beijing Opera in the afternoon

Middle School Liaison (2 minutes)

- High school enrollment in progress
- Language Immersion Parent Night
 - Still trying to determine the date

Parliamentarian (2 minutes)

- N/A

Open Discussion

- N/A

Motions

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Electronic Motions

- Jen Pang motioned to spend an amount not to exceed \$100 for Chinese New Year supplies for Newhart Middle School. Melody seconded. Motion passes.

Check Request:



- Jen Pang submitted a check request for \$47.56 for supplies for Newhart Chinese New Year celebration

Meeting adjourned 7:50 pm

Next board meeting: Thursday March 5, 2020