



FRIENDS of MIP BOARD MEETING
MINUTES: October 4, 2018

Meeting called to order: 6:14pm

Roll Call – Board 2018 – 2019

Title	Name	Present	Title	Name	Present
President	Thanh Nguyen	P	Community Liaison	Juintow Lin	NP
VP	Nancy Lu Hu	P	Secretary	Kristi Rowley	NP
Treasurer	Jake Narey	P	Parliamentarian	Wade Shepard	Voice
Financial Controller	Linh Huynh	Voice	Principal	Greg Hauser	P
Outreach Director	Czarín Chan Lin	Voice	Curriculum Specialist	Jie Gao	NP
Communications Director	Monika Pinto Connell	P			

*Not a board member, attendance does not qualify quorum

Other Attendee's

Megan Holland - Parent

Ivy Areson - Parent

Karen Chung - Parent

Jen Pang - Parent

Polly Chang - Parent

MINUTES

Approve Meeting Minutes Dated September 6, 2018. President motioned to accept minutes (excluding attachments for e-votes since they were not provide at the meeting), all ayes. **Minutes approved.**



PRINCIPAL NEWS

- Request made that 50/50 teachers who teach grades 3,4, & 5 to have 5 release days. Each 50/50 teacher gets 5 days at a cost of \$3125. More coordination needed for 50/50 teachers. The 5 release days can be taken by the teachers at their discretion to coordinate curriculum. Teachers will work on site these days. No decision made. Table for email vote or revisit in future meetings.
- Ms. Chi is on maternity leave. Ms. Ku and Ms. Mac will sub for her class beginning of November 2018. Ms. Mac will be here until Ms. Chi returns from maternity leave. Ms Mac needs to leave the country in Feb.
- Teacher walk throughs coming up. Teachers get to see other classrooms and learn more about what the other teachers do.
- New assistant principal comes from Niguel Hills middle school. Meg Sneticker. School counselor is working with the new AP. AP put a program into place last year at her old schools for PBIS (positive behavior incentive programs) and use of restorative circles.
- Raises the topic of eliminating Curriculum Specialist position and receives confirmation by text message from Debbie Cabrillo (liaison for district staff) that the LIPAC and MIPAC knew about this decision in April 2018.

NEW BUSINESS

PRESIDENT

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VICE PRESIDENT

- Vice President to follow up with CS (Jie Gao) about the middle school library books and advise CS of decision. Need to have by **November 1, 2018**.
- Vice President to follow up with Principal Hauser. Treasurer indicated that if funds are not used as allocated, the funds will be used to cover fundraising gap (not needed 19-20 year as a result of CS position elimination) and/or get rolled over to next year. Need to decide by **November 1** if E-Chinese reader will be purchased.
- Vice President to research voice thread request for middle school.
- Fundraising opportunity Jack Randall photography (\$40 session fee goes to school) already working with Newhart Middle School. If 20 participants sign up then 5% net studio profits go back to school and percentage goes up as more people sign up. Will table for e-vote.
- Forming Gala committee by MIP social added to volunteer sign up genius.



- Gala sponsorship packages
- CNY School wide lantern decorating fundraiser in January
- Sponsors – Renewal by Halcyon Dermatology and Seaview pediatrics
- Reached out to AREAA (Asian Real Estate Association of America) for sponsorship partnership
- MIP Fmaily Directory. Parent survey/sell ad space (Toolkit APP). Talked about different ideas for a family directory. Nancy will look into options.

TREASURER

- Yuan has volunteered to do an in-house audit
- IRS & CA tax Update. Tax Bill \$2800. Treasurer will follow up tomorrow and sort it out. It was \$0 balance when return was filed.
- Fundraising Summary, 137,026 through 10/3/18 -, 237,785 target by 10/31/18, 100,759 additionally funding needed – push for fundraising.

FINANCIAL CONTROLLER

- Donation tracking – Kindful
- Tax letters going out
- Tax letters and thank you letters need to be sent
- Controller will run a list of companies who have matched.

COMMUNITY LIASON

- Polly Cheng was present at meeting and introduced herself as the Newhart Middle School liaison to FOMIP Board. Paula Yousef is the other middle school liaison both have children in the inaugural MIP class. They will work to improve communications to the middle school and eventually high school and program expands. FOMIP VP and Communications Director as well as Middle School liaisons will meet with middle school Principal Jones week of 10/15/18

OUTREACH DIRECTOR

- 9/28 Social Recap; 125-150 guests attended, around 50 just showed up without RSVP. Future RSCP sign ups need to include how many guests are coming. On current sign up genius link, just one name with one food item noted. Food disappeared quickly. Czarín suggested that for future events, sponsor and purchase foods in advance and have guests pay for their meal and drinks instead.



- More mentors have signed up than mentees. At the 9/28 social, mentor table only a few people stopped by to ask mentors questions. Czarín will do another push for sign ups via newsletter and social media.
- Mentor sign up deadline is 10/15 Czarín asked if we don't have enough matches and uneven mentors v. mentees, should we cancel? The board felt that its important to have the mentor program, and that is can be restructured next year. This year, if people need a mentor there are many people who have volunteered to help. Its great that so many people want to get involved.
- Outreach Director will look into Orange County Chinese artist association for brush painting or musical instruments act or Irvine Chinese Cultural Center for other options for November or January time frame.

PR/COMMUNICATIONS

- Spirit Wear – board voted on Spirit Wear designs by MIP parent Paula Loh. Monika will get quotes from printers.
- Website and Newsletter – website updated with fundraising sponsor information. Discussed thanking donors and board felt a list of donors on webpage after fundraising year would be the best time.

PARLIAMENTARIAN

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PENDING/OLD BUSINESS

CURRICULUM SPECIALIST

- Raises the topic of eliminating Curriculum Specialist position and receives confirmation by text message from Debbie Cabrillo (liaison for district staff) that the LIPAC and MIPAC knew about this decision in April 2018.
- Statistics of test scores will be emailed to communications director and used for fundraising/parent communication (incoming and existing families)
- Program study which includes demographic study, reading, writing, math student performance results are at or above standards (very exciting).



PRESIDENT

- Calendar and Upcoming Events. Confirm meeting date and provide updated calendar.
- Fundraising. Discuss options for fundraising events. Eliminate last minute fire drill with families for donations. Need to review current financial position.
- Bylaws. All incoming members review Bylaws (where is document located).
- Policy and Procedures. This is a work in progress and will need to be continued to be worked on with the new board this year.

VICE PRESIDENT

- Consider buying (or having local businesses donate food and drinks and selling at events to further increase revenue).
- Secure auctioneer, deposit not needed anticipate total around \$3500
- Discuss with 2019/2020 Board or secure 2020 location early, ideal venue Marconi Auto Museum in Tustin with current preferred auctioneer. Need to book well in advance to have pick of venue locations. Discuss 3rd quarter 2018.
- Gala event
- Fundraising options, discuss MIP program with local businesses
- Review and identify corporate sponsors

FINANCIAL (Treasurer)

- Revisit fundraising tactics, aligning fiscal year with school year.
- Raising salaries for two years in advance. Oldest kids contributing to salaries of teachers will not be utilizing. Discussed Jie Gao salary bulk of budget, necessary for the next 1-2 years or required longer? Further discussions needed for future date.
- Update funds raised by BTSN provided by Treasurer
- Financial Donations – taxes
- In House Audit Update
- IRS & CA Tax Update
- During mandatory meeting donating through kindful, easier tracking, still accept checks. Discuss monthly installments. Work with your company for donation matching.
- Sponsorship program
- Donation Tracking – update kindful. Update platform to Salesforce



FINANCIAL (Controller)

- Review Kindful program (donation software) to ensure highest and best use. Assist board in preparing current school year budget. Controller is admin for Kindful donation program.
- Deposit required to hold 2019 Gala venue. Review current financials. If venue is booked in June \$10 credit drink per person (confirm details with VP).

COMMUNICATIONS/OUTREACH

- Newsletter – to highlight on a macro level the program and identify successes. Highlight Ms. Loh
- Friendsofmip.org and a .com – cut the .com. Research more to eliminate the cost of .com
- Currently 320 MIP students, of that 205 contacts on hand, maybe an additional 105 registered in 2017/2018. Need to ensure all current participants have provided contact information and incoming contacts are updated.
- How to streamline communication between MIP, BESF & PTA so as not to overwhelm/confuse existing and incoming families.
- Facebook donate now – matches dollar for dollar one day per year. Is there a tracking method for “donate now”
- Communicate with BESF and the PTA to participate and schedule coffee talks?
- Discuss welcome party for beginning of year and incoming/existing families.
- Keep incoming/existing families informed with fundraisers in the BARK remind people about Kindful, adult Mandarin classes, and the welcome social (TBD)
- Footprint Friday needs an additional lead
- Dineout nights (Chronic Tacos, Ice Cream and more)
- 180 Membership ends Back to School Night

PARLIAMENTARIAN

- E votes are required to be attached to meeting minutes. Attach all e votes that occurred prior to MIP Board meeting to meeting minutes from that board meeting. (eg June e votes attached to July meeting minutes).



VOTES

1. Thanh motioned: Refund donation for family who transferred out within 1 week of beginning program (due to family). All ayes. **Motion passed**
2. Thanh motioned: Cut check for \$250 for substitute teacher to cover while Ms. Komine attend Actful conference in November. All ayes. **Motion passed**
3. Thanh motioned: Approved \$1,125 for sub coverage for MIP Staff development and aligning curriculum. Techers get four different days (as presented by Principal Hauser). All ayes. **Motion passed.**
4. Thanh motioned: Technician needed to assess current smartboards for repair/replacement. All ayes. **Motion passed.**
5. Thanh motioned: Approval needed for 2nd Deposit for Gala, \$4,627.54 Due 10/23. All ayes. **Motion passed.**

EMAIL VOTES SINCE LAST BOARD MEETING

1. See attached.

Meeting adjourned at 8:26 pm

Next board meeting: Thursday November 8, 2018

Respectfully Submitted,
Kristi Craft Rowley, Secretary