Meeting called to order: Not recorded (notes by VP)

Roll Call – Board 2018 – 2019

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Present</th>
<th>Title</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Thanh Nguyen</td>
<td>P</td>
<td>Community Liaison</td>
<td>Juintow Lin</td>
<td>P</td>
</tr>
<tr>
<td>VP</td>
<td>Nancy Lu Hu</td>
<td>P</td>
<td>Secretary</td>
<td>Kristi Rowley</td>
<td>NP</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Jake Narey</td>
<td>P</td>
<td>Parliamentarian</td>
<td>Wade Shepard</td>
<td>NP</td>
</tr>
<tr>
<td>Financial Controller</td>
<td>Linh Huynh</td>
<td>NP</td>
<td>Principal</td>
<td>Greg Hauser</td>
<td>P</td>
</tr>
<tr>
<td>Outreach Director</td>
<td>Czarin Chan Lin</td>
<td>NP</td>
<td>Curriculum Specialist</td>
<td>Jie Gao</td>
<td>NP</td>
</tr>
<tr>
<td>Communications Director</td>
<td>Monika Pinto Connell</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Not a board member, attendance does not qualify quorum

Other Attendee’s
Jen Pang - Parent
Amanda Yeung – Parent

MINUTES

Approve Meeting Minutes Dated November 8, 2018. No motion made to accept minutes. Revisit at next board meeting.

PRINCIPAL/VICE PRINCIPAL NEWS – Greg Hauser

- Professional Development Days on Thursdays - focusing on the right standards , evaluating if the curriculum is rigorous, the teachers get to visit other school sites.
• Teacher learning walks - teachers will walk in other classrooms (will happen after winter break), 4 teachers per walk - morning/afternoon session
• Technology and communications with parents - Class Dojo and Ms. Komine shared a tool she learned from ACTFL conference

CURRICULUM SPECIALIST – Jie Gao
• Curriculum Planning meetings per grade level, evaluating assessments, actfl and better Chinese usage
• Ms. Komine and Ms. A. Chang - will be sharing their findings from their ACTFL conference
• Rainy Day Schedule - protocol set for rainy day

NEW BUSINESS

PRESIDENT – Thanh Nguyen
• 12/7 Kindergarten Info Meeting
• 12/10 District meeting - closed door meeting
• Parent Survey results - parents asking about what to do with extra funding
• 2019/2010 Proposed Budget - Jake is working on it
• 28 students for 2019/20 for all day kinder

VICE PRESIDENT – Nancy Hu
• New York Life Volunteers willing to come help set up for community volunteer hours
• Augustine will be ending speaker

TREASURER – Jake Narey
• Treasurer will send out new financials
• New checks ordered

FINANCIAL CONTROLLER – Linh Huynh

OUTREACH DIRECTOR – Czarin Chan Lin
• Calligraphy demonstration at Bergeson and Newhart in January
• Newhart needs 2 sessions because the 6th and 7th graders have different periods for Chinese classes
• Chinese New Year Performance at San Clemente Outlets - will approach SC Outlets
• Bake Sale 1/31 /19
COMMUNICATION DIRECTOR – Monika Pinto Connelly
- Spirit wear - new updated logo
- Kinder Info Session - posted on multiple platforms
- Will get email list of attendees

COMMUNITY LIASON – Juintow Lin
- No updates for BESF
- PTA - 78 kids joined for Hour of Code

PARLIAMENTARIAN – Wade Sheppard
- 

PENDING/OLD BUSINESS

CURRICULUM SPECIALIST - Jie Gao
- 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 – Thanh Nguyen
- 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 - Nancy Hu

- Interviewing DJ and photobooth companies for MIP Gala
- Allocate $50,000 for 2019-20 school year as a reserve for potential to hire a curriculum specialist consultant? Will ask at 12/10 School District meeting if pat time curriculum specialist is possible.
- 6th and 7th Grade teachers Ms. Lu and Ms. Endow would like to request $1000 pre approved funds to buy book sets for classroom from China. Request teachers to purchase first and submit for reimbursement.
- Follow up on E-Chinese reader ($7,000 budget already set aside). Nancy to follow up with Jie Gao
- Follow up – Smart Board tech dispatch results (Follow up with Greg)
- Follow up – Chromebooks reserve $10,000 (follow up with middle school liaisons Jen/Paula/Polly if there is still a need in middle school 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
- 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) – Jake Narey
• Add $50,000 line item to proposed budget for 2019-20 school year (for part time curriculum specialist 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.
• 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) – Linh Hunyh

• 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.
• 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).

COMMUNITY LIASON – Czarin Chan Lin

• 11/1/18 – LIPA met with School District but it was a meeting with Spanish immersion as well so limited opportunity to discuss elimination of Curriculum specialist role School district indicated MIP high school curriculum on target.
• 12/10/18 there will be a closed meeting with school district members, LIPAC and FoMIP members.
• Create google forms survey and send out to MIP parents for them to have their input for 12/10/18 meeting with school district
• 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.
- 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

**COMMUNICATIONS DIRECTOR – Monika Pinto Connelly**
- 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.
- 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

**COMMUNITY LIASION – Juintow Lin**
- Sending out November sponsorship highlights newsletter
- Newhart liaison Meetings debrief – conclusion is to send out important emails through Principal Jones and MIP email blasts
- Spirit wear – new spirit wear designs should be available in January 2019.
- Mentor program – 8 pairs of mentor/mentee matches
- Donation raffle was drawn by Mr. Hauser on 11/2/18 and winner is Joey Liu
- Cultural presentation estimated for mid January with Chinese calligraphers
• 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.
• 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. Czarin 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. Czarin will do another push for sign ups via newsletter and social media.
• Mentor sign up deadline is 10/15 Czarin 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.

PARLIAMENTARIAN – Wade Sheppard
• 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: NTE $1300 for Gala DJ Preparations. Nancy seconded, all ayes. **Motion Passed**

2. Thanh motioned: NTE $500 for Gala Photo Booth. All ayes. **Motion Passed**

3. Unknown proposed motion. $250 Gift Card for Jie Gao. All ayes. **Motion Passed**

4. Unknown proposed motion. $1500 new spirit wear. All ayes. **Motion Passed**

MISCELLANEOUS
• NEWHART $1000 MIP Fund. Cut check to Newhart library.
• iChinese reader - 5th, 6th and 7th grade teachers are interested, Jie will ask vendor if there is half year discount?
EMAIL VOTES SINCE LAST BOARD MEETING

1. See attached.

Meeting adjourned 8:08 pm
Next board meeting: Thursday January 10, 2019

Respectfully Submitted,
Kristi Craft Rowley, Secretary
Motion . Funding sub days for curriculum meeting within Mandarin immersion

12 messages

MIP Representative <representative@friendsofmip.com>  
Wed, Nov 14, 2018 at 9:22 AM
To: board@friendsofmip.com

I motion to fund the release time for teachers to allow for curriculum meeting over 4 days as follows.

From Jie gao

Day 1—3rd, 4th, 5th three teachers
Day 2—2nd Grade two teachers
Day 3—1st Grade two teachers
Day 4—K two teachers

We need 9 subs total. Sub cost is $125 per day. It will be $1125. This will only be a one-time cost.

Thanks
Juintow

MIP Communications <communications@friendsofmip.com>  
Wed, Nov 14, 2018 at 9:35 AM
To: MIP Representative <representative@friendsofmip.com>
Cc: board@friendsofmip.com

Aye

[Quoted text hidden]

--

Monika Pinto Connolly
Public Relations / Communications Director
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary
communications@friendsofmip.com | www.friendsofmip.com

MIP Vice President <vp@friendsofmip.com>  
Wed, Nov 14, 2018 at 10:18 AM
To: MIP Representative <representative@friendsofmip.com>
Cc: board@friendsofmip.com

I second.

On Wed, Nov 14, 2018 at 9:23 AM MIP Representative <representative@friendsofmip.com> wrote:
[Quoted text hidden]
--
Nancy Lu
Vice President
Friends of MIP Executive Board
Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District
vp@friendsofmip.com | c: 949.375.0820 | www.friendsofmip.com

MIP Outreach Director <outreach@friendsofmip.com>  
To: MIP Vice President <vp@friendsofmip.com>  
Cc: Friends of MIP Board <board@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>

I agree.
[Quoted text hidden]

Mip Secretary <secretary@friendsofmip.com>
To: MIP Outreach Director <outreach@friendsofmip.com>

I agree. Do we need all members voting to pass? As soon as this occurs I will include with December minutes.
Kristi Craft Rowley
Secretary 2018-1019
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary
secretary@friendsofmip.com | www.friendsofmip.com | 949-466-0389
[Quoted text hidden]

MIP Parliamentarian <parliamentarian@friendsofmip.com>
To: MIP Outreach Director <outreach@friendsofmip.com>
Cc: Friends of MIP Board <board@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>

Aye

On Wed, Nov 14, 2018 at 2:36 PM MIP Outreach Director <outreach@friendsofmip.com> wrote:
I agree.

On Nov 14, 2018 10:18 AM, "MIP Vice President" <vp@friendsofmip.com> wrote:
I second.

On Wed, Nov 14, 2018 at 9:23 AM MIP Representative <representative@friendsofmip.com> wrote:

I motion to fund the release time for teachers to allow for curriculum meeting over 4 days as follows.
From Jie gao

Day 1—3rd, 4th, 5th three teachers
Day 2—2nd Grade two teachers
Day 3—1st Grade two teachers
Day 4—K two teachers

We need 9 subs total. Sub cost is $125 per day. It will be $1125. This will only be a one-time cost.

Thanks

Juintow

--
Nancy Lu
Vice President
Friends of MIP Executive Board
Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District
vp@friendsofmip.com | c: 949.375.0820 | www.friendsofmip.com

--
Wade Shepherd
Parliamentarian
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary
parliamentarian@friendsofmip.com | c: 951.642.3327 | www.friendsofmip.com

MIP Financial Controller <controller@friendsofmip.com>
To: MIP Parliamentarian <parliamentarian@friendsofmip.com>
Cc: MIP Outreach Director <outreach@friendsofmip.com>, board@friendsofmip.com, MIP Representative <representative@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>

Aye
[Quoted text hidden]

--
Linh Huynh, Financial Controller
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary
controller@friendsofmip.com | c: 714.860.0530 | www.friendsofmip.com

MIP Representative <representative@friendsofmip.com>
To: MIP Financial Controller <controller@friendsofmip.com>
Cc: MIP Parliamentarian <parliamentarian@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, board@friendsofmip.com, MIP Vice President <vp@friendsofmip.com>

Do we need to close the loop on this and let hauser and jie gao know?

Happy turkey day
Friends of MIP Mail - Motion . Funding sub days for curriculum meeting within Mandarin immersion

MIP Parliamentarian <parliamentarian@friendsofmip.com>  
To: MIP Representative <representative@friendsofmip.com>  
Cc: MIP Financial Controller <controller@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>, board@friendsofmip.com  

Wed, Nov 28, 2018 at 6:24 PM

I only see three official votes for “aye”. A motion and second aren’t official votes. Once enough votes, then the motion will pass. Then someone should inform Greg and/or Debbie and Jake can get them the check.

MIP Representative <representative@friendsofmip.com>  
To: MIP Parliamentarian <parliamentarian@friendsofmip.com>  
Cc: MIP Financial Controller <controller@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>, board@friendsofmip.com  

Wed, Nov 28, 2018 at 8:06 PM

I see 3 ayes and one I agree. Add the motion and second and that’s 6 affirmative votes out of 9. How many ayes do we need?

Mip Secretary <secretary@friendsofmip.com>  
To: MIP Community Liaison <representative@friendsofmip.com>  
Cc: MIP Parliamentarian <parliamentarian@friendsofmip.com>, MIP Financial Controller <controller@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>, board@friendsofmip.com  

Sat, Dec 1, 2018 at 7:41 AM

Aye this makes 7 votes. What is needed to pass. As a reminder when e voting please add the subject line [ACTION ITEM] which is a tremendous help when organizing e votes for the minutes. Thank you.

Kristi Craft Rowley  
Secretary 2018-1019  
Friends of MIP Executive Board  

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary

secretary@friendsofmip.com | www.friendsofmip.com 949-466-0389

MIP Parliamentarian <parliamentarian@friendsofmip.com>  
To: Mip Secretary <secretary@friendsofmip.com>  
Cc: MIP Community Liaison <representative@friendsofmip.com>, MIP Financial Controller <controller@friendsofmip.com>, MIP Outreach Director <outreach@friendsofmip.com>, MIP Vice President <vp@friendsofmip.com>, board@friendsofmip.com  

Sun, Dec 2, 2018 at 9:50 AM

Majority vote
MOTION - Refund Czarin Lin for Kindful recurring payment

MIP Financial Controller <controller@friendsofmip.com>
To: board@friendsofmip.com

I motion to refund Czarin Lin for $1200.

Email from Czarin:
"I forgot last year I did an annual recurring payment on my PayPal account to friends of MIP and have already donated earlier this month. The recurring payment of $1200 was done on 10/25 and I just saw the receipt. I tried to cancel on PayPal but maybe too late since it's 10/25 already and they said it may go through. Could you please check for me and please refund back if so as we did not intend to donate twice in one month."

Czarin and I both reached out to Kindful and PayPal, PayPal couldn't refund the amount since it was already made. Only option is to refund by check.

Thank you,

--
Linh Huynh, Financial Controller
Friends of MIP Executive Board

MIP Representative <representative@friendsofmip.com>
To: MIP Financial Controller <controller@friendsofmip.com>
Cc: board@friendsofmip.com

I second [Quoted text hidden]

MIP Vice President <vp@friendsofmip.com>
To: MIP Representative <representative@friendsofmip.com>
Cc: MIP Financial Controller <controller@friendsofmip.com>, board@friendsofmip.com

Aye [Quoted text hidden]

--
Nancy Lu
Vice President/Friends of MIP Executive Board
Friends of Mandarin Immersion Program (MIP) at Capistrano Unified School District
vp@friendsofmip.com | c: 949.375.0820 | www.friendsofmip.com

Friends of MIP President <president@friendsofmip.com>
To: MIP BESF PTA Representative <representative@friendsofmip.com>
Cc: MIP Financial Controller <controller@friendsofmip.com>, board@friendsofmip.com

aye.

Thanh Nguyen
President
Friends of MIP Executive Board

Please note my new email address: president@friendsofmip.com
On Sat, Nov 17, 2018 at 7:58 AM MIP Representative <representative@friendsofmip.com> wrote:

[Quoted text hidden]

MIP Parliamentarian <parliamentarian@friendsofmip.com>  
Mon, Nov 19, 2018 at 9:42 PM

To: Friends of MIP President <president@friendsofmip.com>
Cc: MIP BESF PTA Representative <representative@friendsofmip.com>, MIP Financial Controller <controller@friendsofmip.com>, board@friendsofmip.com

Aye

[Quoted text hidden]
--
Wade Shepherd
Parliamentarian
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary  
parliamentarian@friendsofmip.com | c: 951.642.3327 | www.friendsofmip.com

Mip Secretary <secretary@friendsofmip.com>  
Sat, Dec 1, 2018 at 7:50 AM

To: MIP Parliamentarian <parliamentarian@friendsofmip.com>
Cc: MIP President <president@friendsofmip.com>, MIP Community Liaison <representative@friendsofmip.com>, MIP Financial Controller <controller@friendsofmip.com>, board@friendsofmip.com

Aye

Kristi Craft Rowley
Secretary 2018-1019  
Friends of MIP Executive Board

Friends of Mandarin Immersion Program (MIP) at Bergeson Elementary  
secretary@friendsofmip.com | www.friendsofmip.com  949-466-0389

[Quoted text hidden]

MIP Financial Controller <controller@friendsofmip.com>  
Thu, Dec 6, 2018 at 11:18 AM

To: Mip Secretary <secretary@friendsofmip.com>
Cc: MIP Parliamentarian <parliamentarian@friendsofmip.com>, Friends of MIP President <president@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>, Friends of MIP Board <board@friendsofmip.com>

Do we have enough votes? I counted 5...how many do we need?

[Quoted text hidden]

MIP Vice President <vp@friendsofmip.com>  
Thu, Dec 6, 2018 at 11:21 AM

To: MIP Financial Controller <controller@friendsofmip.com>
Cc: MIP Board <board@friendsofmip.com>, Friends of MIP President <president@friendsofmip.com>, MIP Parliamentarian <parliamentarian@friendsofmip.com>, MIP Representative <representative@friendsofmip.com>, Mip Secretary <secretary@friendsofmip.com>

5 is enough - motion passed

[Quoted text hidden]
--

[Quoted text hidden]

MIP Financial Controller <controller@friendsofmip.com>  
Thu, Dec 6, 2018 at 11:37 AM

To: MIP Vice President <vp@friendsofmip.com>

[Quoted text hidden]
awesome thank you!

[Quoted text hidden]