



FRIENDS of MIP BOARD MEETING MINUTES: April 11, 2019

Meeting called to order: 6:10 pm

Roll Call – Board 2018 – 2019

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

*Not a board member, attendance does not qualify quorum

Other Attendee's

Amanda Yeung – Parent
Melody Brown - Parent
Jen Pang - Parent
Stacey Desalvo - Teacher

MINUTES

Approve Meeting Minutes Dated March 7, 2019. Wade motioned to adopt the March meeting minutes, Thanh seconded. Motion passes unanimously.

PRINCIPAL/VICE PRINCIPAL/TEACHER/PARENT NEWS

- School News – 4 minutes
 - Will continue to have 2 Kindergarten classes next year and both will be full
- Staffing Updates – 4 minutes
 - No anticipated issues with staffing next year

CURRICULUM SPECIALIST – Jie Gao

- Interested in going to National Chinese Conference in San Diego



- o Conference hotel rate deadline is Friday 4/12. Teachers are waiting for a decision
- o Estimated cost/teacher is \$1500/person
 - Registration \$495,
 - 2 nights of hotels 2X\$210=\$420 plus taxes,
 - 3 days of meals 3X\$50=\$150,
 - 2 days of sub 2X\$125=\$250
- o 4 Teachers, 3 Staff

PRESIDENT – Thanh Nguyen

- Calendar & Upcoming Events
- 2019/2010 proposed budget
- 2019-20 MIP Board Elections

VICE PRESIDENT – Nancy Hu

- Gala Survey responses
- 2020 Gala venue choices for 2/22 to book Zack ASAP
 - o Zack got booked for 2/29, so looking at 2/22

FINANCIAL (TREASURER) – Jake Narey

- Jake is now the Registered Agent for Friends of MIP and has cancelled the Legal Zoom account
- Financial Statements are not ready for approval yet, but include gala
 - o Unidentified expenses
 - Next Day Display - Reach out to Nancy
 - Coastal Blue - Reach out to Monica
 - Amazon charges
 - o Spiritwear sales are higher than what is listed, Jake is researching
- Letter from the IRS
 - o Jake is continuing to work with IRS to resolve
- Insurance Policy Renewal
 - o Last year's coverage was \$1 million policy limit Premium is \$850
- Check requests
 - o Elementary teacher substitute days - \$250



- Jake motions to approve, Wade seconded, vote passes unanimously
- Audit
 - Jake working with previous auditor to review transactions and financial statements for previous and current year.
 - In the future, we should consider doing a monthly or quarterly audit
 - Consider modifying the bylaws to reflect a quarterly audit
- Next year's budget
 - We have an existing proposed budget, we may want to consider creating a line item on the budget for the gala
- Square
 - Is there a reason we switched from Intuit to Square? Will need to check with Nancy, Czarín to follow up.

FINANCIAL CONTROLLER – Linh Huynh

- No updates

OUTREACH DIRECTOR – Czarín Chan Lin

- 3/27 Newhart calligraphy presentations by South Coast Chinese Cultural Association
- 4/26 Bake and spirit wear sale from 5:30-6:30 pm
 - Sign up genius link posted on Bark, Facebook, and to all room moms
 - Night market games seeking middle school volunteers
 - Games will be free
 - Order 80 boba milk tea drinks from Ding Tea MV for \$2 each
- 5/23 End of Year social party at Circustrix from 4-7 pm
 - Booking pizza with Fresh Brothers
 - Will sale slice of pizza and drink for \$5
 - Snacks provided
 - See if Circustrix has any bulk passes that we can also look to sell

COMMUNICATIONS DIRECTOR – Monika Pinto Connolly

COMMUNITY LIAISON – Juintow Lin

- PTA
 - Had a great March of events with book fair, variety show, grandparents day, and dads and donuts. Probably gave out over 400 donuts and bagels, making it one of our most attended before/after school events.



- School carnival at end of the month on 4/26. would love to have people helping, but also just coming out to hang out and have fun. I think MIP having presence will help increase overall attendance.
- Teacher/Staff appreciation coming up in May, currently no chair running it, so will need help
- Elections tonight, so I will send results later
- **BESF**
 - Collecting items for Silent Auction
 - Silent Auction is 4/22-4/26, ends on the night of the Spring Carnival
- **CUSD**
 - March 13, 2019 meeting -
 - Agenda - “Approval of the First Amendment to Newhart Middle School Supplemental Joint Facilities”. The District plans to construct a science, technology, engineering, and mathematics (STEM) building
 - Starting construction this summer
 - no minutes available
 - Special Board Meeting - 3/27/19 - n/a
 - Special Board Meeting - 3/29/19 - n/a
 - Next regular meeting
 - Not listed on website

PARLIAMENTARIAN – Wade Sheppard

- **Nominations received**
 - President - Eric Chamberlain expressed interest, but not formally submitted letter yet
 - Vice President - Melody Brown
 - Outreach Director - Lisa Yi
 - Middle School Liaison - Jen Pang
 - Secretary - Megan Holland
- **Nominations needed**
 - Treasurer
 - Financial Controller
 - Community Liaison
 - Communications Director
- **Extend nominations**
 - Will extend until April 28th
 - Consider looking at Bench.com for outsourced accounting if we can't fill the Treasurer position. Jake will work with Bench.com to do a sample and provide



estimated cost.

- Change Bylaws
 - Add Middle School Liaison
 - Add maximum spend of \$200 with approval of at least President, Treasurer, or Financial Controller
 - Additional Changes

NEWHART LIAISON – Jen Pang

- Middle School substitutes
- Middle school field trip
 - Tickets were \$832.50 + \$50 deposit
 - \$495 for 2 buses
 - Jake motion to approve cost \$1377.50 for Newhart field trip, Wade seconded, motion passes unanimously

CHECK REQUESTS

- \$3000 check for Hills Hotel as deposit for next year's gala
- \$200 check for gift card given to Nancy Lu as a thank you for her contributions as VP and gala planning
- \$1377.50 check for Middle School field trip

VOTES

- Wade motioned to adopt the March meeting minutes, Thanh seconded. Motion passes unanimously.
- Thahn makes a motion to approve the funding for the conference not to exceed \$10,000. Jake seconded, vote passes unanimously.
- Jake motions to approve insurance policy for coverage of \$1 million policy limit for a premium of \$850, Thanh seconded, motion passes unanimously
- Thanh motions to extend nominations until 4/28, Wade seconds, motion passes unanimously.
- Wade motions for The Hills to be gala venue location, Megan seconds, motion passes unanimously
- Czarín motions for cost of \$3,000 deposit for gala venue with \$75/person for gala venue, Thanh seconds, motion passes unanimously
- Jake motions to approve \$200 for a gift for Nancy, Thanh seconded, motion passes unanimously, Wade abstained.



EMAIL VOTES SINCE LAST BOARD MEETING

- Wade motioned to approve smart board repairs per the quote of \$1280, Megan seconded. Motion passes unanimously.

Meeting adjourned 7:55 pm

Next board meeting: Thursday May 2, 2019

Respectfully Submitted,
Megan Holland, Secretary