FRIENDS of MIP BOARD MEETING
MINUTES: June 6, 2019

Meeting called to order: 6:13 pm

Roll Call – Board 2018 – 2019

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

***Not a board member, attendance does not qualify quorum**

Other Attendee's

Amanda Yeung – Parent
Melody Brown - Parent
Ingrid Feeny - Parent
Eric Chamberlain - Parent
Jen Pang - Parent
Alex Welker - Parent

MINUTES

Approve Meeting Minutes Dated May 2, 2019. Thanh motioned to adopt the May meeting minutes with minor corrections as discussed, Jake seconded. Motion passes unanimously.

PRINCIPAL/VICE PRINCIPAL/TEACHER/PARENT NEWS

- Jie Gao will be joining Bergeson as a teacher and ETAP

CURRICULUM SPECIALIST – Jie Gao

PRESIDENT – Thanh Nguyen

- Calendar & Upcoming Events
- 2019/2020 proposed budget
- 2019-20 MIP Board swearing in
- Whiteboard Repair
    - Mr. Hauser mentioned the possibility to purchase new interactive projector instead of repairing current smart boards. He will send cost estimates to board.
    - Mr. Hauser may find a teacher to beta test the new interactive projector in one of the existing classrooms to provide feedback.

VICE PRESIDENT – Nancy Hu

All gala donation tax receipt thank you letters have been sent out to sponsors and vendors

Amazon Purchases

2019 Bergeson Carnival MIP Booth

- **Total $143.33**

2019 MIP Gala

- **Total $387.50**

- **Receipts here:**
- **https://drive.google.com/drive/u/1/folders/1KILoPlkhUhsHbwY_QZCmPkYWa2fUtOQb**

- **iChinese Reader new subscription**
    - Continuation of iChinese Reader Program for Grade 5, 6, 7, 8 next school year. The quote for 167 students is $4,806.96 per year.

- **Ms. Komine Single Subject Certification for High School - $300**
    - Determined not to fund at this time.

Parking Lot Signs - instructions emailed to Melody Brown

- Once signs are made, they can be dropped off at the school in August. Can be dropped off with Debbie Raes.
- MIP Gala Winners
    - Gallo Family
    - Karr Family

- BESF Silent Auction Winners
    - Jindrich Family
    - Gwin Family
    - Shupe Family
    - List Family

Keep in Mind - 2020 CNY Celebration Front Row Reserved Seat Winners

1. Thanh Nguyen
2. Kevin Welker

FINANCIAL (TREASURER) – Jake Narey

- Review Financial Report
    - Needs to be updated as current Profit and Loss is pulling September 2018 - April 2019, but should be November 1, 2018 - April 2019, with May 2019 to be added. Jake to send out revised version
- IRS Update
    - IRS sent us a letter that we owe them about $3,000. Our CPA confirmed we should owe $0 in taxes. Needs to be addressed.
- California Franchise Tax Board
    - FoMIP's tax exempt status has been revoked (around April 2019)
    - Jake and Ingrid to work to resolve
- Mail
    - Ingrid may consider changing mailing address for the summer as school mailbox is unable to be accessed for six weeks

- Audit
    - Is supposed to be done annually. We have updated the bylaws to require it to be done quarterly.
        - Will confirm there are two signatures
            - There are a few instances from this year where there was only one signature so those will be documented in the audit
            - Yuan Crouch has done it in the past, Ingrid will reach out and see if Yuan is available
        - Will confirm there is documentation in the minutes for each expense

FINANCIAL CONTROLLER – Linh Huynh

- None

OUTREACH DIRECTOR – Czarin Chan Lin

- **<u>5/23 End of Year Social event great success</u>**
    - Ticket sales raised $436.80 (90-100 jumpers)
    - Pizza combo sales $505
    - Total raised $941.80
    - Spent $168 (pizza, drinks, snacks)
    - 85 degrees donated pastries (guests love it!!)and fresh brothers pizza gift card and discounted pizzas

Fundraising total - $773.80

Recommend Circustrix again for next year's end of year social event. Thursday before memorial holiday huge hit. Families excited and ready to party! 4-7 pm idea time too since Newhart students get off at 3:30 p.m and Bergeson early dismissal day.

Final Outreach Director recommendations -

1. Continue welcome sheet to parents for new year
2. Recruit a committee of parents for the Outlets of San Clemente Chinese New Year performance in beginning of year so we can start rehearsals around October.

   2020 Chinese New Year is on January 25. Recommend to keep student group smaller at a maximum of around 20 students from Bergeson and Newhart. This year over 40 students was too much and 2-3 main parents volunteers was not enough and stressful in a short time.
3. Continue offering opportunities to Newhart students to volunteer in our events and activities. They are motivated and capable. Moreover teachers open to doing extra credit. Pleasantly surprised at end of year social, Newhart students offered assistance without request.

COMMUNICATIONS DIRECTOR – Monika Pinto Connolly

- Transition has started to Alex
- Tips for Next Year
    - When possible, communicate early and often
        - Send email over the summer with Save the Dates
    - Consider moving the Welcome Social closer to the start of the school year
    - Consider having several social media admins to be able to post

COMMUNITY LIAISON – Juintow Lin

- PTA/BESF/CUSD updates
    - PTA
        - We're likely to fund the same programs for '19-'20, and as the year gets started we'll better identify those where we will need some additional help
        - We will continue to talk over the summer about how we can simplify fundraising as a school.
        - Initial date for back to school folder packing "party" is 8/14.
            - Need to have FoMIP Welcome sheet printed
        - We are very appreciative of the help that the MIP families have provided throughout the year and look forward to collaborating even more next year!
    - BESF
        - No notes
    - CUSD
        - 4/25/19 Meeting - n/a
        - 5/22/19 - no minutes - agenda n/a
        - 6/12/19 - no minutes - agenda n/a
    - LIPAC
        - Juintow to share minutes from Patricia

PARLIAMENTARIAN – Wade Shepherd

- None

NEWHART LIAISON – Jen Pang

- Thanh made a motion to approve Newhart Principal for the Day lunches, not to exceed $150. Juintow seconded. Motion passes unanimously.

CHECK REQUESTS

- National Chinese Language Conference Teacher Reimbursements

  1. Cynthia Chang $745 - Please make check out to Wanhsin Chang
  2. Charlotte Komine $1206.32
  3. Jie Gao - $541.48

- AAPL Mandarin Assessment Invoice - $1060

  Language Testing International, Inc.

  445 Hamilton Ave - Suite 1104

  White Plains, NY 10601

- $250 Sponsor Refund for double payment - check to John Fong
  - This was also discussed at May 2019 meeting, however check was not cut as Treasurer was not present. Will be written tonight.

VOTES

- Dated May 2, 2019. Thanh motioned to adopt the May meeting minutes with minor corrections as discussed, Jake seconded. Motion passes unanimously.

EMAIL VOTES SINCE LAST BOARD MEETING

- N/A

ADDITIONAL IDEAS

- Invite preschool parents to FoMIP activities, especially Welcome Social
- Don't forget to prepare for MIP Mandatory Meeting on September 12th

Meeting adjourned 8:02 pm
Next board meeting: Thursday August 22, 2019

Respectfully Submitted,
Megan Holland, Secretary