Meeting called to order: 6:04pm

Roll Call – Outgoing Board 2017-2018

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<th>Title</th>
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<tr>
<td>President</td>
<td>Wade Shepard</td>
<td>P</td>
<td>Community Liaison</td>
<td>Marc Fudge</td>
<td>NP</td>
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<td>VP</td>
<td>Vacant</td>
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<td>Secretary</td>
<td>Jenn Callirgos-Andrews</td>
<td>NP</td>
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<td>Treasurer</td>
<td>Jake Narey</td>
<td>NP</td>
<td>Parliamentarian</td>
<td>Ami Barrett</td>
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<td>Financial Controller</td>
<td>Joseph Munoz</td>
<td>P</td>
<td>Principal</td>
<td>Greg Hauser</td>
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<td>Outreach Director</td>
<td>Karen Chung</td>
<td>P</td>
<td>Curriculum Specialist</td>
<td>Jie Gao</td>
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<td>Communications Director</td>
<td>Nancy Lu</td>
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*Not a board member, attendance does not qualify quorum

Roll Call – Incoming Board 2018 – 2019

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<tr>
<td>President</td>
<td>Thanh Nguyen</td>
<td>P</td>
<td>Community Liaison</td>
<td>Junтов Lin</td>
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<td>VP</td>
<td>Nancy Lu Hu</td>
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<td>Secretary</td>
<td>Kristi Rowley</td>
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<td>Jake Narey</td>
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<td>Financial Controller</td>
<td>Linh Huynh</td>
<td>P</td>
<td>Principal</td>
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<td>NP</td>
<td>Curriculum Specialist</td>
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<td>Communications Director</td>
<td>Monika Connely</td>
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MINUTES

Quorum not met, prior meeting minutes not approved/provided by outgoing board.
FINANCIAL (Treasurer) - absent

- Controller to assist Treasurer with bank statements and current financial status (see Motion at end of minutes). Bank statements and current financial position of board unknown. Confirm outstanding invoices (Gala/other?).
- Need current financial outlook to develop fundraising game plan for 2018/2019

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).

PRINCIPAL NEWS

- Staffing for MIP 2018/2019 in place and no changes are anticipated.
- Interviewing for 50/50 teacher

CURRICULUM SPECIALIST

- 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).
- Requesting $1000 for Middle School books. Board must review financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR
- Chinese reader also recommended, deemed highly valuable by curriculum specialist, approximately $7,000 (2nd grade and up). Board must review financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR
- Bring on Middle School liaison to ensure adequate support from MIP
- Voice Thread also recommended by Curriculum Specialist and desired by Teacher (Ms. Lu – middle school teacher)$600 multiple license user. Board must review
financials/better understand financial position before approval granted). PRIOR TO 2018/2019 SCHOOL YEAR

• Teacher (Ms. Comeny) would like to attend National Chinese Conference November 16-18 (confirm dates) budget is $1000 also recommended by curriculum specialist. Board must review financials/better understand financial position before approval granted).

PRIOR TO 2018/2019 SCHOOL YEAR

COMMUNICATIONS/OUTREACH

• 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” to obtain

VICE PRESIDENT

• Circus Trix year end party raised approximately $400 (Circus Trix donated 20% of all funds.
• Consider buying (or having local businesses donate food and drinks and selling at events to further increase revenue).
• Review 2019 Gala locations, decision needed to book auctioneer. Available date 2/23/19 (see Motion at end of Minutes).
• If 2019 Gala venue booked in June discount applies.
• 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.

MIPAC

• Not discussed
NEW BUSINESS

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
- Gala event
- Fundraising options, discuss MIP program with local businesses
- Review and identify corporate sponsors

COMMUNITY LIASON
- Communicate with BESF and the PTA to participate and schedule coffee talks?

OUTREACH DIRECTOR
- Discuss welcome party for beginning of year and incoming/existing families.

PR/COMMUNICATIONS
- Keep incoming/existing families informed with fundraisers in the BARK remind people about Kindful, adult Mandarin classes, and the welcome social (TBD)

PARLIAMENTARIAN
- Will provide prior meeting minutes format and agenda format for incoming secretary.

VOTES
1. Parliamentarian motioned: allowing bank access to statements and other financial documents currently handled solely by Treasurer to Financial Controller. Community Liaison seconded. All ayes. Motion Passed.
2. Vice President motioned: approve selected 2019 Gala venue, Aliso Viejo Convention Center NTE $20,000 for food and venue on selected date February 23, 2019. Parliamentarian seconded. All ayes. **Motion Passed.**

**EMAIL VOTES SINCE LAST BOARD MEETING**

1. Unknown

Meeting adjourned at 7:32 pm
Next board meeting: Thursday August 16, 2018
    Thursday September 6, 2018

Respectfully Submitted,
**Kristi Craft Rowley, Secretary**