

# **FRIENDS of MIP BOARD MEETING**

## **MINUTES APRIL 13th, 2017**

Meeting called to order: 6:08pm

**Roll Call/Introductions:** Wade Shepherd – President, Joey Liu – Vice President, Juintow Lin – Treasurer, Sue Hoeft – Secretary, Joseph Munoz – Financial Controller, Erich List - Communications/PR, Michelle Lee – Community Liason, Karen Wu – Outreach Director, Ami Barrett – Parliamentarian, Greg Hauser – Principal, Jie Gao – Curriculum Specialist, Karen Chung- Parent

### **Minutes**

Parliamentarian motioned to accept the March 2nd minutes; Community Liason seconded; accepted unanimously.

Email motions since last Board Meeting adopted:  
See VOTES section at end of minutes

### **FINANCIAL (Treasurer)**

- **Financial Reports**  
See Balance Sheet attached  
See Profit and Loss attached to Agenda, November 1, 2016 to present.  
All reports reviewed and approved by Board Members
- **In-House Audit Update**  
Audit continues for current fiscal year and is in process.

### **DONATION TRACKING (Financial Controller)**

- **Tax Letters and Direct Giving Tracking Update**  
2016 Tax Letters have all been sent out. This does not include the current 2017 GALA donations.
- **Donation Tracking**  
Parents need to set up their own Kindful accounts for all future donations. These accounts are separate from GALA registrations done on Kindful.

## **PRINCIPAL NEWS**

- Still hiring for next school year 2017-18 due to addition of one 5<sup>th</sup> grade class as well as middle school
- Looking for a Mandarin teacher for the English teaching position as a good back up for teacher leave of absences
- Mrs. Li's 2<sup>nd</sup> grade class is going well
- Still collecting data on the 50:50 model concerning what is best to teach in each language
- Initial middle school curriculum is ready to go for 2017-18 school year

## **CURRICULUM SPECIALIST**

- **News/Updates**  
Jie went to the Chinese national conference. She attended many workshops on how to maintain k-12 immersion

## **MIPAC**

- The after school program at Newhart Middle School is leaving after this school year. They YMCA is hoping to start in the fall for after school coverage.

## **BUSINESS**

### **PRESIDENT**

- **Calendar and Upcoming Events**
  - Dad's and Donuts 4/20 at 7am in MPR
  - MIPAC meeting 4/20 at 2pm in Library
  - Spring Carnival 4/21 5-8pm
  - MIP Board Elections TBD
- **D&O Insurance Renewal**  
\$850 insurance cost (VOTING ITEM-see end of minutes)
- **MIP Board Elections**  
Need intent forms and ballots by 5/1/17

- **Fundraising**  
Must try to drive donation giving before the end of the year. We are currently below are target goal.

## VICE PRESIDENT

- **Fundraising Activities Status**  
Gala income was slightly better than last year, but overall fundraising goal is still far below expected
- **Gala Final Accounting**
  - A few payments still need to be collected
  - A few expenses still need to be submitted for reimbursement
  - Bid numbers will be used for everything.
- **2018 GALA**  
Need to choose venue for next year and get Zach booked (see vote)

## COMMUNITY LIASON

BESF and PTA would like to have a joint dinner with MIP in May. No date set yet. BEST and PTA will be running the majority of the game booths at the Spring Carnival.

## OUTREACH DIRECTOR

- **Adult Mandarin Classes**  
Classes are being held, however, each class only has the minimum number of students of 6. Ideas need to be generated to try to increase class size for next school year. We need a check to pay the Irvine Chinese School.
- **MIP end of year party**  
Need to set a date and pick location.

## PR/COMMUNICATIONS

- **Communication and Event Update**

Coffee talk survey summary data is on the website.

Irvine Library is going to be starting a Mandarin class for kids ages 4-7.

Dragon Boat race to be held again this summer. There are still spaces available for children. Adult boat does not have enough volunteers yet.

## PARLIAMENTARIAN

- 5<sup>th</sup> grade graduation gift (see Vote)

## VOTES

1. President motioned: *I move to approve Arroyo Country Club on 3/24/18 for the GALA next year.* Vice President seconded. All ayes. **Motion Passed.**
2. Parliamentarian motioned: *I move to buy bins for the spirit wear not to exceed \$150.* Parliamentarian seconded. All ayes. **Motion Passed.**
3. Financial Controller motioned: *I move to spend up to \$400 for headsets to record for APPL testing.* Outreach director seconded. All ayes. **Motion Passed.**
4. Outreach Director motioned: *I move to approve \$420 for 2 of our 3<sup>rd</sup> and 4<sup>th</sup> grade teachers to visit the 50:50 model.* Financial Controller seconded. All ayes. **Motion Passed.**
5. Parliamentarian motioned: *I move to contribute \$5 per student to the 5<sup>th</sup> grade graduation gift.* Financial Controller seconded. All ayes. **Motion passed.**
6. Vice President motioned: *I move to reimburse to Jie for her conference cost of \$1752.09.* Parliamentarian seconded. All ayes. **Motion passed.**

## EMAIL VOTES SINCE LAST BOARD MEETING

1. Vice President motioned on April 21st: *I move to approve the attached contract (in email) to lock down Arroyo Trabuco for the 2018 GALA.*
2. Parliamentarian amended motion from 4/21: *Include the deposit amount of \$2500 due 4/24.* Seconded by Vice President. All Ayes. **MOTION PASSED.**

Meeting adjourned at 8:03pm

Next board meeting: Thursday, May 4<sup>th</sup> at 6pm

Respectfully Submitted,

*Sue Hoelt, Secretary*