

FRIENDS of MIP BOARD MEETING

MINUTES August 24th, 2017

Meeting called to order: 6:10pm

Roll Call/Introductions: Wade Shepherd – President (via phone), Joey Liu – Vice President (absent), Juintow Lin – Treasurer, Sue Hoeft – Secretary, Joseph Munoz – Financial Controller (via phone), Erich List - Communications/PR, Michelle Lee – Community Liason, Karen Wu – Outreach Director (via phone), Ami Barrett – Parliamentarian, Greg Hauser – Principal, Jie Gao – Curriculum Specialist, Karen Chung- Outreach Director elect, Jake Narey – Treasurer elect, Debbie James – parent, Brian Sewell – parent, Star Lopez - parent

Minutes

Parliamentarian motioned to accept the June 1st minutes; Community Liaison seconded; accepted unanimously after change made to part of Jie Gao’s APPL test information

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 is currently done through April. Yuan continues to help us with this.

- **IRS Update**

The state franchise board still sees us as “For Profit” and are therefore seen as delinquent. We are seen as non-profit through the federal system, and need to file different forms to get our state status up to date. Letter from the IRS accrued over the summer. We need to look into a different system for obtaining our summer mail in a timely manner.

- **Sellers Permit**

Permit approved. We do not need to pay sales tax on things we sell.

DONATION TRACKING (Financial Controller)-absent

- **Tax Letters and Direct Giving Tracking Update**

Kindful is working well for those that have established accounts. 109 people are currently signed up. Tax letters are generated automatically.

- **Gala Unfinished Business**

There is still a small amount of money that has not been collected. We continue to try to close all loose ends.

- **Accounting**

New board members need to meet at the bank to sign new signatures. Meeting set for 5:15pm on 9/7 at Wells Fargo.

PRINCIPAL NEWS

- Parent parking lot exit will remain closed before and after school until it is deemed safe to allow cars to leave.
- 2 Mandarin teachers are out on maternity leave and substitutes have been assigned for the duration of the leave. Structured autism substitute also found.

CURRICULUM SPECIALIST

- **News/Updates**

Some of the teachers went to the Professional Learning Academy over the summer.

Daily 5 training for teachers will be on Oct 21-22.

OC Education will have pathway awards available this year for preK, TK, K, 3rd, 5th and 8th for those that meet criteria.

Mrs. Welsh has requested 15 additional copies of "When the Mountain Meets the Moon" book. However, we believe the copies were already purchased last year and will look into it.

MIPAC

Nothing new to report.

BUSINESS

PRESIDENT

- **Calendar and Upcoming Events**

2017-2018 calendar has been updated on the website but May/June meetings are missing. May 3rd and June 7th will be added.

There are 2 events scheduled that are unknown. Sept 22nd and Oct 14th. One was to be the BESP K-3 social that has been cancelled. Nothing is currently being planned for either date.

- **Fundraising**

Will continue to try to get new families at the start of the year to contribute to the current fiscal year. We are about \$24,000 short for this year. However, full curriculum specialist salary will not be needed since she is receiving teacher salary for the first half of the year as a replacement for a teacher out on leave. We will need to budget in ~\$7000 in the near future though as chrome books will need to be replaced. Also, aides are receiving an \$500 this year to their salaries.

- **Bylaws**

Amendments have been made to the Bylaws and will be voted on.

- **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

- Position is vacant and needs to be filled.
- Jamba Juice after school fundraiser starts back up on Sept, 7th. We get 20% back from sales.

COMMUNITY LIASON

- We have been asked by BESF and the PTA to participate in another after After school social. It was determined that we would wait until back to school night.

OUTREACH DIRECTOR

- End of year party was a success. Welcome party set for 10/14/17 at Melinda Park.

PR/COMMUNICATIONS

- **Communication and Event Update**

Will do a information in the BARK reminding people about Kindful, adult Mandarin classes, and the welcome social

PARLIAMENTARIAN

- Dragon Boat was a success.

VOTES

1. Parliamentarian motioned: *I move to write a check to Bergeson to cover the expenses for the 5 teachers aides for the 2017-18 school year (\$67,500).* Community Liaison seconded. All ayes. **Motion Passed.**
2. President motioned: *I move to vote to accept the amended bylaws as of today.* Financial Controller seconded. All ayes. **Motion Passed.**

EMAIL VOTES SINCE LAST BOARD MEETING

1. Parliamentarian motioned on August 27th: *I move that we appoint Marc Fudge to Community Liaison.* President seconded. All ayes. **Motion Passes.**
2. President motioned on September 5th: *I move to approve the request for the following technology expenses in the total amount of \$963.80 to be paid to Bergeson. See attached.* Parliamentarian seconded. All ayes. **Motion Passes.**

Meeting adjourned at 8:17pm

Next board meeting: Thursday, Sept 7th

Respectfully Submitted,
Sue Hoeft, Secretary