

FRIENDS of MIP BOARD MEETING

MINUTES June 1st, 2017

Meeting called to order: 6:18pm

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

Minutes

Vice President motioned to accept the May 4th minutes; Communications/PR seconded; accepted unanimously other than Community Liaison abstaining due to not reviewing them ahead of time.

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. Auditor has uncovered a potential problem that we don't have authorization for payments for the following: website, Intuit efile, adult Mandarin class, and small (< \$100) expenses

- **IRS Update**

2013 tax returns were not filed by MIP. Note received from the IRS that is was dealt with. BESF included it at that time

- **Sellers Permit**

We should have a final answer in about 10 days

DONATION TRACKING (Financial Controller)-absent

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

Still waiting for data input into Kindful

PRINCIPAL NEWS

- Trainings are offered over the summer that are local.
- Staffing Update: (K) Loh/Kung, (1) Chang/Chang, (2) Mainprize/Chi, (3) DeSalvo/Lu, (4) Fong/Welsh, (5) Komine/?, Middle school has hired a full time teacher with experience

CURRICULUM SPECIALIST

- **News/Updates**
5th graders APPL test (foreign language)-we are overall hitting the target
Scores were shared with the program.
Jle and other teachers went to San Diego to view their program.

MIPAC

- YMCA will be starting in the fall at Newhart for before and afterschool care.
- Jeff Jones from Newhart is now opening up the position needed for our Mandarin teacher to be multi subject instead of single subject.

BUSINESS

PRESIDENT

- **Calendar and Upcoming Events**
MIP Board Elections have been delayed since all spots were not filled. Bylaws may need to be voted on to have changes in voting procedures.
- **Fundraising**

Still trying to come up with ways to drive donations. Next big push will be when school starts in the fall.

VICE PRESIDENT

- **Fundraising Activities Status**
Gala money is almost completely paid. Waiting on about \$2000 to close out event.

COMMUNITY LIASON (nothing new)

OUTREACH DIRECTOR

- End of year party to be held at the Rancho Niguel Clubhouse from 12-4 on June 4th.

PR/COMMUNICATIONS

- **Communication and Event Update**
Nothing new

PARLIAMENTARIAN

- Dragon Boat for the summer has a full boat.

VOTES

1. Treasurer motioned: *I move to spend \$42.82 on a check for the GALA.* President seconded. All ayes. **Motion Passed.**
2. President motioned: *I move to reimburse Jie Guo for TPRS training in the amount of \$498.* Treasurer seconded. All ayes. **Motion Passed.**
3. Treasurer motioned: *I move to pay the invoice to the Chinese School not to exceed \$1200 and the YMCA of \$240.* Community Liaison seconded. All ayes. **Motion Passed.**
4. Treasurer motioned: *I move to reimburse Jen Macy \$231.77 for flowers for the GALA.* Community Liaison seconded. All ayes. **Motion Passed.**
5. President motioned: *I move to adopt a policy that any expense < \$100 that is budgeted in the fiscal year need to be approved by a board member with signature authority prior to making the purchase.* Outreach Director seconded. All ayes. **Motion Passed.**

EMAIL VOTES SINCE LAST BOARD MEETING

1. Parliamentarian motioned on July 25th: *I move to reimburse Mrs. Loh \$122 for the multicolored Kinder achievement bracelets.* Community Liason seconded. 7 ayes. **Motion Passes.**
2. President motioned on June 11th: *I move to pay \$675 for APPL Mandarin Proficiency Testing per the attached invoices.* Community Liason seconded. 6 ayes, no vote from Financial Controller. **Motion Passes by majority.**
3. Parliamentarian motioned on August 22nd: *I move that FoMIP picks up the tab for the paper goods for the ice cream social not to exceed \$100.* Community Liason seconded. 6 ayes, no vote from Financial Controller and VP. **Motion Passes by majority.**

Meeting adjourned at 8:29pm

Next board meeting: TBD over the summer

Respectfully Submitted,
Sue Hoeft, Secretary