

FRIENDS of MIP BOARD MEETING

MINUTES MARCH 2nd, 2017

Meeting called to order: 6:10pm

Roll Call/Introductions: Wade Shepherd – President (absent), 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 (absent), Ami Barrett – Parliamentarian, Greg Hauser – Principal, Jie Gao – Curriculum Specialist, Karen Chung- Parent

Minutes

Parliamentarian motioned to accept the February 9th minutes; Financial Controller 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 is in process for current fiscal year.
- **1099s for Vendors**
Tax returns mailed in
- **Seller's Permit for Merchandise Update**
Feedback obtained from a tax attorney and forms being sent in

DONATION TRACKING (Financial Controller)

- **Tax Letters and Direct Giving Tracking Update**
Kindful will not be synced with the Gala yet.
- **Donation Tracking**

Kindful program now in place and can keep track of donations. Parents need to set up their own accounts.

PRINCIPAL NEWS

- 911 was recently called for a student per district policy. Student was having breathing problems. Everything is ok.
- March 6th will be a district staff meeting to discuss the teaching options for hiring the Mandarin middle school teacher.
- Coffee talk to be held on March 9th with the Newhart Principal and PTA president in attendance.
- Jie Gao is helping to support the new 2nd grade teacher.

CURRICULUM SPECIALIST

- **News/Updates**
Jie has been to Newhart and is working with the Spanish and English Social Studies teachers to continue to create the Mandarin curriculum. Jie is converting keys parts of the social studies book and resources to Mandarin.

There has been a google drive created for sharing resources amongst Mandarin teachers at Bergeson. The last team meeting will be on 5/4/17.

MIPAC

- A priority list for funding is being created
- Mr. Hauser will do a “state of the program” address at the next coffee talk
- There will be a financial update at the coffee talk

BUSINESS

PRESIDENT

- **Calendar and Upcoming Events**
 - Gala is on March 4th, 2017
 - Coffee talk 3/9 in the MPR at 8am

VICE PRESIDENT

- **Fundraising Activities Status**
See Gala Prep
- **Gala Preparations**
 - Gala has 150 attendees
 - All money will be check or credit card. No cash (except bar)
 - Bid numbers will be used for everything.
 - Donations are complete and ready for auction

COMMUNITY LIASON

Phuong went to the grant writing workshop and has info on grant writing.

OUTREACH DIRECTOR

- **Adult Mandarin Classes**
Classes have met the minimum enrollment and will begin March 14/16th

PR/COMMUNICATIONS

- **Communication and Event Update**
Email blasts to go out about the big auction items for the GALA.

PARLIAMENTARIAN

- 5th grade parents have approached MIP for possible help in partially funding a graduation gift. Discussed some possibilities, but no decision made at this time.

VOTES

1. Vice President motioned: *I move to approve to write a check to Zach for the GALA of \$3350.* Parliamentarian seconded. All ayes. **Motion Passed.**

EMAIL VOTES SINCE LAST BOARD MEETING

1. Vice President motioned on March 3rd: *I move to have a check written to Oak Creek in the amount of \$2617.78 for tomorrow evening.*
Seconded by Parliamentarian. Ayes by Treasurer, Financial Controller, President, Community Liason, Secretary, PR/Communications. Outreach Director no vote. **MOTION PASSED BY MAJORITY**

2. Vice President motioned on March 6th: *I move that we pay the DJ the \$700 pursuant to the attached invoice.*

Seconded by Parliamentarian. Ayes by Treasurer, Secretary, Community Liason, Outreach Director, President, Community Liason. Financial Controller no vote. **MOTION PASSED BY MAJORITY**

Meeting adjourned at 7:21pm

Next board meeting: Thursday, April 13th at 6pm

Respectfully Submitted,
Sue Hoelt, Secretary