

FRIENDS of MIP BOARD MEETING

MINUTES MAY 4th, 2017

Meeting called to order: 6:15pm

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 (absent), Karen Wu – Outreach Director, Ami Barrett – Parliamentarian, Greg Hauser – Principal (absent), Jie Gao – Curriculum Specialist, Karen Chung- Parent

Minutes

Financial Controller motioned to accept the April 13th minutes; Outreach Director 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

We are currently way off our goal for the year. There will be a coffee talk Thursday, April 20th to discuss the budget again and our need for more fundraising.

A tax return request was received from the IRS. The Treasurer will deal with this.

- **In-House Audit Update**

Our auditor, Yuan Lee Crouch, has finished going through November through February. Our goal is to have a 6 month audit by the end of the school year.

DONATION TRACKING (Financial Controller)

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

There are currently 96 people signed up in Kindful. Those in Kindful can have donation letters generated from the system. For direct giving, there are 3 people that have set up recurring donations. For direct giving that is not done on Kindful, someone needs to do data entry to get the information in the system.

- **Donation Tracking**

There is still \$7800 outstanding from the GALA. Invoices have been sent and contact is being made to collect funds from those that still owe.

Employer matches are coming in, but we have about \$1200 outstanding that we are waiting for.

PRINCIPAL NEWS

- We are fully staffed for next year. 2 new teachers have been hired as well as 2 subs working to staff maternity leaves.
- Teachers for Newhart are being interviewed next year.
- Teachers should know their assignments before summer break.
- Mrs. Chi from Kindergarten has been working in the garden to get it into shape.
- State testing and APPL testing to begin soon.

CURRICULUM SPECIALIST

- **News/Updates**

Jie continues to be in touch with the teachers. She has one more unit to work on for middle school social studies. She also has information on summer workshops for teachers and students if wanted.

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 Positions: There are 5 open positions for the upcoming school year. We currently have one new person who has interest.
 - PR/Communications will send out an email blast about board positions.
 - Coffee talk on May 11th at 6pm in the MRP
 - MIPAC meeting on May 11th at 2pm in the Library

- **Fundraising**

Must try to continue to drive donation giving before the end of the year. We are currently below are target goal. It was suggested to make a thermometer illustration for parents to view.

VICE PRESIDENT

- **Fundraising Activities Status**

There are a few donations that we can still try to auction off before the end of the school year. The Irvine Chinese School Camp has donated 2 spots for Bergeson students to attend camp from 6/19-6/23 for 6-12 year olds. We will create bidding sheets and run a silent auction.

COMMUNITY LIASON (absent)

OUTREACH DIRECTOR

- **Adult Mandarin Classes**

The YMCA still needs to be paid for the use of their space. The Irvine Chinese School has already been paid.

- **MIP end of year party**

June 4th from 12-4 at the Rancho Niguel Clubhouse. Volunteers have agreed to help set up and run it.

PR/COMMUNICATIONS

- **Communication and Event Update**

Information has been distributed in many different ways throughout the year, i.e. Facebook, email, BARK, etc. However, some people still claim they haven't received notifications and news in a timely fashion. Ways to overcome this were discussed. The information is always available, we just need to get people to read it.

PARLIAMENTARIAN

- Dragon Boat for the summer is now full. Registration needs to be paid. See VOTE section.

VOTES

1. **Financial Controller motioned:** *I move to approve \$550 for the registration fee for the Dragon Boat race this summer.* Vice President seconded. All ayes. **Motion Passed.**

EMAIL VOTES SINCE LAST BOARD MEETING

1. **President motioned on May 23rd:** *I motion to pay to reimburse for the CTA New Educator Training costs of parking and registration totaling \$113 for Kindergarten Annie Chi and 1st grade Annie Change.* Community Liason seconded. 5 ayes, 2 no response. **Motion Passes by majority.**
2. **Treasurer motioned on May 24th:** *I move we reimburse Paula Yousef for an amount not to exceed \$180 for the graduation decorations to be donated back to the program (Chinese Pagoda Archway).* President seconded. All ayes. **Motion Passes.**
3. **Treasurer motioned on May 24th:** *I move to reimburse Joey Liu \$713.67 for his expenses for the GALA per attached receipts.* President seconded. 5 ayes, 2 no response. **Motion Passes by majority.**

Meeting adjourned at 7:58pm

Next board meeting: Thursday, June 1st at 6pm

Respectfully Submitted,
Sue Hoefl, Secretary

