

**FRIENDS of MIP BOARD MEETING**  
**MINUTES November 3, 2016**

Meeting called to order: 6:04pm

**Roll Call/Introductions:** Wade Shepherd - President, Joey Liu - Vice President, Juintow Lin - Treasurer, Sue Hoeft –Secretary, Joseph Munoz – Financial Controller, Erich List– Communications/PR (absent), Michelle Lee – Community Liaison, Karen Wu – Outreach Director, Ami Barrett –Parliamentarian, Greg Hauser – Principal, Jie Gao – curriculum specialist, Anita Hsu- 2<sup>nd</sup> grade rep, Juan Araiza –parent, Jenn Callirgos- parent, Danny Crouch- parent.

### **Minutes**

Michelle Lee motioned to accept the Sept 29th minutes; Ami Barrett seconded; accepted unanimously.

Email motions since last Board Meeting adopted:  
None

### **FINANCIAL**

- **Financial Reports**

See Balance Sheet attached.

See Profit and Loss attached to Agenda, November 1, 2016 to present.

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

Now that we have a financial controller, the treasurer will no longer be responsible for donation tracking. Joseph continues to look into an electronic program that can keep track of all donations and automatically send out a tax letter. Cost remains the biggest issue since the programs all cost a fee. Joseph will compare the Kindful program to the PTA-EZ program. Until an electronic system is in place, the financial controller will continue to send the secretary all donation receipts for tax letter mailings.

- **Seller's Permit for Merchandise**

Juintow continues to work with Vertical Advisors on completing a request for an exemption. She is drafting a letter that will be ready to send out soon.

- **Reimbursement Requests/Cash Verifications**

Current system of filling out a form is acceptable for now.

- **In-house Audit**

Agreed that this process should be done every 6 months to keep the job from being overwhelming. The current audit is in process.

- **Policy & Procedure**

Anita Hsu (2<sup>nd</sup> grade rep) has volunteered to review all contracts for FoMIP. The recent contract for the annual gala in 2017 had several errors, and we would like a better process for catching these mistakes.

- **Mailbox procedures**

In order to avoid confusion, anyone involved in sorting through FoMIP mail should mark received on the mailing as well as date.

## CURRICULUM SPECIALIST

- The coffee talk went well with the parents. Everyone seemed satisfied with the current work being done. Jie continues to work with a sister school in Taiwan to have pen pals for our 5<sup>th</sup> graders.

## BUSINESS

### President

- **Incoming Kinder Parents Orientations**

These meetings will all be from 8-9am in the MPR on 12/2, 12/8, 12/14, and 1/11. Flyers are being made and we are seeking volunteers to distribute to local areas.

- **Leftover Cash**

The program only brought in about \$40 to FoMIP. Discussed discontinuing for next year since the gain is nominal.

- **Email Procedure**

Since emails are needed for reference, it was decided to archive all important email discussions and votes rather than delete them.

- **Info/Donation Packet combo with BESF & PTA**

BESF and PTA distribute their information and donation forms in the back to school night packet. We can join the "packet party" in the summer and add our forms and information as well so parents have all 3 at the same time.

### Vice President

- **MIP Merchandise Status**

The inventory is done. We need to place a new order to accommodate the smaller sizes that are in need. A new design is in process for future orders.

- **Gala Preparations and Fundraising Activities**

The contract has been signed with Oak Creek County Club for the 2017 Gala. This is the same venue as last year. We need to recruits to start seeking donations.

### Communtiy Liason

- **Library Books for 4<sup>th</sup> grade**  
They have been purchased and received already.
- **Grant Writing**  
We currently have no new information since the last grant was submitted.
- **Middle School Teaching Opportunities**  
It was suggested to promote our new middle school opportunities to those college students studying Mandarin and to encourage them to seek single subject credentials. Our curriculum specialist has already contacted Long Beach College professors.

### Outreach Director

- **Tai Chi/Adult Mandarin Classes**  
Tai Chi was presented at a previous meeting as a possible after school activity. However, information is still lacking in any progress made. For those that cannot make morning adult Mandarin classes, the Irvine Chinese school does off night classes.
- **Classroom reps and committee volunteers**  
We are in need of a committee chair for promoting the annual fund. Almost all grades and classes are now filled with classroom reps for FoMIP.
- **Mentoring Program**  
We are still in need of mentors. However, as the school year moves on it is more of a discussion for next year.

### PR/Communications

- **Amazon Referral Program**  
Will look into getting FoMIP as a referral as an added source of funding.

### MIPAC

- **Other Immersion Programs Research**  
Interviews are being analyzed Nov 9<sup>th</sup> and will be revealed at the meeting on the 10<sup>th</sup>.
- **Alpay/Reardon Middle School Option Proposal**  
This will be discussed prior to the Board meeting vote

## PRINCIPAL or TEACHER REQUESTS/NEWS

- Mrs. Chi has requested time off for professional development in December

Meeting adjourned at: 8:15pm

Next board meeting: Thursday, December 1<sup>st</sup> at 6pm

Respectfully Submitted,

*Sue Hoefft, Secretary*