FRIENDS of MIP BOARD MEETING MINUTES: 10/2/2025

25302 Rancho Niguel Rd Laguna Niguel, CA 92677 *Virtual
Called to order: ~6:02PM

Roll Call:

2025-2026 MIP Board Members

Officer	Present/Not Present	Officer	Present/Not Present
President: Janey Sherman	P	Communications Director: Jon Yoon	P
Co-Vice President: Julianne Finkelnburg	P	Secretary: Johanna Yang	P
Co-Vice President: Mel Gojkovich	P	Community Liaison: Open	
Treasurer: Pauline David	P	Co-Newhart Liason: Iris Lai	P
Financial Controller: Joseph Munoz	P	Co-Newhart Liason: Vanna Tran	NP
Co-Outreach Director: Cindy Ong	P	Cap Valley Liason: Stacey Cartledge	P
Co-Outreach Director: Katherine Darst	P	Parliamentarian: Kevin Welker	NP

Other Attendees:

- Brian (PTA president)
- Mary Baldwin
- Megan Holland
- Jasmina Hanzic
- Amanda Yeung
- Wendy Lin
- Mary Baldwin (PTA)

Minutes

- **Acceptance of Previous Meeting Minutes:** Janey moved to accept the minutes from the Sept 4 meeting, which was seconded by Wendy and the motion passed.

Principal and/or Teacher Requests

- **Bergeson Elementary School - Principal Dr. Linda Kim - P**
    - **Bake Sale Success**: Dr. Kim and Cindy discussed the recent bake sale, highlighting its increased traffic, successful integration of crafts and games, and strong community participation. Cindy noted that the move to the lawn and the addition of activities made the event well-rounded, and the fundraising that was counted so far exceeded last year's amount.
    - **Bergeson Relocation Discussion**: Dr. Kim explained that the district is initiating conversations this Fall about a potential relocation of the Bergeson site, emphasizing that no decisions have been made and that the process is in its early stages. The board agreed to wait for more details before delving deeper into the topic.

- **Newhart Middle School - Principal John Bajorek - P**
    - **Middle School Fundraising Meeting:** Principal Bajorek shared that he is coordinating plans with Iris Lai and Jasmina for an in-person meeting with parents at Newhart on Oct 15 to explain the budget and fundraising needs, with Pauline preparing materials to clarify the rationale for the $450 ask.
    - **Class Size and Section Allocation:** Principal Bajorek explained how class sizes and incoming fifth grade numbers influence section allocation and budgeting, aiming to reduce the financial burden on Friends of MIP by leveraging district support.
    - **Upcoming Events:** Principal Bajorek shared that planning for Lunar New Year is underway and is promoting the upcoming golf tournament in December.

- **Capo Valley High School - Principal John Misustin – P**
    - **Capo Valley High School Updates:** Principal Misustin reported on the progress of the new stadium, which is ahead of schedule and may be ready for graduation. He also mentioned the smooth start to the school year, a successful homecoming event, and ongoing efforts to attract Mandarin-speaking families to the program including offering a tour. He mentioned that there was a new transfer student for Mandarin this week; he left to go to a different school, realised that the level of Mandarin offered there was not the same level and decided to return. Janey will reach out to the family to gain insight on the decision to return.

Other Business

- **Financials:** Pauline emailed the Treasurer's report, below is a summary.

Thursday, October 2, 2025

FoMIP Board Meeting - Treasurer's Report

ACCOUNT BALANCES (as of 11 AM)		
Checking - Wells Fargo	$	72,111.06
Savings - Wells Fargo	$	137,371.00
PayPal	$	11,120.35
TOTAL BANK BALANCE	**$**	**220,602.41**

EXPENSES			**STATUS**	**DATE**	**NOTES**
Quickbooks subscription (monthly)	$	75.00	Paid - EFT	9/11/2025	
Bergeson - PARA/Teaching Assistants 1 of 3 payments	$	45,561.00	Paid - Check	9/9/2025	
Bergeson - MIP Social	$	826.02	Paid- EFT	9/12/2025	Catered by Katherine Darst
Kindful - Fundrasing Platform Fee	$	410.63	Paid - EFT	10/1/2025	
TOTAL EXPENSES	**$**	**1,236.65**			

GAINS		
Direct Annual Fundraiser Donations as of 10/2	$	54,708.00
Corporate Donations	$	8,066.00
TOTAL GAINS	**$**	**62,774.00**

[redacted]

PROJECTED EXPENSES			
Fundraiser: Golf Tournament-Tijeras Creek Pre Payment 2 of 4	$	2,434.00	10/12/2025
Fundraiser: Golf Tournament-Tijeras Creek Pre Payment 3 of 4	$	4,868.00	11/12/2025
Fundraiser: Golf Tournament-Tijeras Creek Pre Payment 4 of 4	$	3,934.00	12/2/2025
Newhart - (2) additional class periods 2 of 2 payments	$	30,828.00	1/2/2026
Bergeson - PARA/Teaching Assistants 2 of 3 payments	$	45,561.00	1/16/2026
Bergeson - PARA/Teaching Assistants 3 of 3 payments	$	45,560.00	4/3/2026
Bergeson - Moon/Mid Autumn Festival Bake Sale and Crafts			
Bergeson - End of Year - Lion Dance	300-500		
TOTAL PROJECTED EXPENSES	**$**	**121,949.00**	

PROJECTED GAINS		
Bergeson - Moon/Mid Autumn Festival - Bake Sale & Spirit Wear		
Fundraiser: Golf Tournament-Tijeras Creek		
Fundraiser: Ball Drop		
Fundraiser: Gala		
TOTAL PROJECTED GAINS	**$**	**-**

- **Budget Review and Approval of Amendments**:
    - **Treasurer's Report Overview:** Pauline shared the current financial status, including account balances, recent expenses such as teaching assistant payments and fundraising platform fees, and gains from direct and corporate donations. She also outlined projected expenses for upcoming events and payments.
    - **Bake Sale Fundraising Results:** Cindy reported that the bake sale raised $1,879.25 in cash and Venmo, surpassing last year's total. Some payments to Zelle and Venmo to Nikki for merchandise sales were still being tracked. Cindy shared that there was interest in another bake sale this school year so will consider one for Spring.
    - **Budget Transparency and Website Updates:** Megan asked about the availability of current budget information on the website, noting that only older budgets were posted. Janey acknowledged the need to update the website and committed to making the current budget accessible online.
    - **Expense Allocation and Forecasting:** Cindy and Pauline discussed budgeting for future outreach events, including the lion dance for Lunar New Year, and reviewed last year's spending patterns. Pauline confirmed that the board is in a good financial position and clarified how donations and expenses are tracked.

- **Fundraising Initiatives and Event Planning:**
    - **Annual Giving Campaign:** Julianne described the launch of the annual fundraiser, including the use of flyers, class competitions, and incentives for donations at Bergeson. The board discussed tracking donations by class and grade, and Cindy volunteered to assist with reporting and data management. Principal Bajorek discussed the possibility of including incentives for students and families to donate at Newhart.
    - **Trunk or Treat Planning:** Julianne outlined plans for the trunk or treat event, including crafts, games, food options, and coordination with the Sheriff's Department. The board debated food choices, presale logistics, and the distinction between fundraising and give-back events.
    - **Golf Tournament and Ball Drop:** Julianne and Meli provided details on the upcoming golf tournament, including pricing, sponsorship efforts, and the use of Charity Valet for event management. The ball drop fundraiser was explained, with goals to raise $20,000 and incentives for participants. The golf package (including dinner) will be priced at $225, group of 4 priced at $800 and dinner only tickets sold separately price to be determined. Principal Bajorek asked what would happen if it rains, Julianne confirmed that the tournament will continue in light rain.
    - **Community Sponsorship and Engagement:** Meli discussed efforts to involve local businesses and organizations in fundraising, citing examples such as Bitty Bao's donation of bilingual books and outreach to Chick-fil-A and other sponsors. The board emphasized the importance of community involvement in fundraising success.
    - **High School initiatives:** Stacey shared that the Chinese National Honor Society club at Capo Valley will be gathering and implementing ideas for fundraising with proceeds going to MIP.

- **Merchandise and Logo Updates:**
    - **Logo File Coordination**: Janey requested high-resolution school logos for merchandise printing, and Principal Bajorek agreed to provide the best available files. Dr. Kim confirmed the bulldog logo was generated in high resolution, and the board to finalize the design for use on spirit wear.
    - **Merchandise Presale Planning**: Meli and Johanna discussed strategies for managing spirit wear inventory and obtaining vendor quotes, with plans to reach out to Brian and Mary from PTA for advice based on their previous experience with presale and vendor selection.

- **Communications and Community Outreach:**
    - **Newsletter Content Planning:** Anne solicited input for the upcoming newsletter, with suggestions to include fundraising updates, trunk or treat information, and bake sale photos. Cindy and Meli offered to provide content and brainstorm ways to increase social media followers.
    - **Social Media Engagement:** Meli emphasized the importance of social media for attracting sponsors and proposed using QR codes to boost parent engagement. Principal Bajorek shared the success of Newhart's social media strategy and offered to collaborate on cross-promotion.
    - **School Account Coordination:** Dr. Kim noted the need to recreate Bergeson's Instagram account due to lost credentials, while Janey and Meli identified active PTA accounts and discussed ways to unify and promote program activities across platforms.
    - **Lunar New Year MIP Ambassadors Planning:** Cindy shared that she will reach out to everyone later this year to recruit ambassadors for the Lunar New year and will see if Rachel Wong is able to lead the MIP Ambassadors this school year for their performances. Requested for any event contacts especially at Irvine Spectrum.

- **Middle and High School Liaison Updates:**
    - **Middle School Fundraising Meeting:** Iris Lai and Jasmina reiterated their coordinated plans with Principal Bajorek regarding the in-person meeting with parents on Oct 15, as an informational meeting.
    - **High School Spring Break Trip:** Stacey announced that 25 students have signed up for the spring break trip to China, which will feature visits to the Terracotta Warriors and pandas, and agreed to provide a newsletter blurb to Anne.

- **PTA and Community Liaison Updates:**
    - **PTA Event Announcements:** Brian announced upcoming events including Walk to School Day and movie night, and shared that the PTA membership drive was the most successful ever, with increased classroom donations and book fair proceeds used for school improvements.
    - **Membership Drive Recognition:** Katherine asked about recognizing classes that exceeded 100% participation in the membership drive, and Brian explained the percentage-based calculation and agreed to discuss ways to celebrate high-performing classes.

<u>Follow-up Tasks</u>

- **School Logo Files for Merchandise:** Send or confirm availability of high-resolution official school logos for merchandise printing, ensuring files are suitable for production. (Principal Bajorek, Dr. Kim)
- **New Logo Design:** Finalise spirit wear design and decide on which company to use for presale orders. (Janey, Meli, Johanna)

- **Physical Donation Handling:** Coordinate with Olga Devitt at Newhart to arrange regular pickup and transfer of physical donation checks to Berguson for processing. (Jasmina)
- **Website Budget Update:** Update the website with current budget information and fundraising projections to reflect recent financials and event outcomes. (Janey, Anne)
- **Fundraiser Reporting Support:** Grant Cindy access to the Kindful platform and collaborate to run weekly or bi-weekly reports tracking donations by grade and teacher for the annual fundraiser competition. (Janey, Cindy, Julianne)
- **Fundraiser Incentives for Middle School:** Determine and communicate appropriate class-based incentives for middle school fundraising, ensuring equity and district approval. (Principal Bajorek, Iris)
- **Fundraiser Incentives for High School:** Gather and share ideas from the Chinese National Honor Society for high school fundraising incentives. (Stacey)
- **Trunk or Treat Food Sales Coordination:** Decide on food item(s) for Trunk or Treat, conduct a presale to gauge interest, and coordinate with Brian regarding PTA involvement and fundraising compliance. (Julianne, Brian, Cindy)
- **Golf Tournament Sponsorships:** Continue outreach to secure sponsors for the golf tournament, including swag bag and lunch sponsors, and request board contacts for potential leads. (Meli)
- **Bake Sale and Event Photo Sharing:** Upload bake sale and event photos to Google Drive and share the link with the board and Anne for inclusion in communications and newsletters. (Cindy)
- **Lunar New Year MIP Ambassadors Planning:** Check in with Rachel Wong regarding her capacity to lead MIP ambassador performances and seek additional event contacts, especially for Irvine Spectrum. (Cindy)
- **Spring Bake Sale Planning:** Plan and schedule a spring bake sale event, building on positive feedback from the recent bake sale. (Cindy, Katherine)
- **Social Media Boost for Sponsorships:** Brainstorm and implement strategies to increase MIP social media followers, including QR codes and cross-tagging with school and PTA accounts. (Anne, Meli, Janey, Principal Bajorek, Dr. Kim)
- **Bergeson Social Media Account Recreation:** Create a new Instagram or social media account for Ferguson Elementary to replace the lost credentials and increase activity. (Dr. Kim)
- **Middle School Fundraising Info Session:** Prepare and present budget details and fundraising rationale at the October 15th Newhart in-person meeting for middle school families. (Pauline, Janey, Julianne, Meli, Kevin)
- **High School China Trip Newsletter Blurb:** Send a summary of the upcoming spring break China trip to Anne for inclusion in the next newsletter. (Stacey)