



## **Business Meeting Minutes**

June 14, 2017

- I. Call to Order  
Nancy Sherburne called the meeting to order at 9:05 pm. The following Friends' Board members attended the meeting: Nancy Sherburne, Bill Guthlein, Blossom Davies and Kathleen Guinee. Six other community and Friends of PAC members attended the meeting as well.
  
- II. Organizational/Business Issues
  - A. Review and approve March 8, 2016 minutes – The March meeting minutes were reviewed. Three editorial corrections were made. A motion was made and seconded to accept the minutes with the three corrections noted. A vote was taken and the motion passed unanimously.
  - B. Treasurer's Report – Between March and June we spent \$400.00 on Sarah Ward's speaker fee and \$323.76 reimbursing Karl Brace for two years of the Friends' website and web hosting services. This brings our current bank balance to \$3833.42. David suggested we look into Dream Host as they provide free hosting services for nonprofits.
  - C. Looking for New Secretary and Executive Director – Nancy shared that she will be leaving the organization as its Executive Director at the end of her term. It's time for her to move on as her son has graduated and is no longer in the AB school district. So the Friends' organization is looking for both a new Secretary and Executive Director. No one attending the meeting was interested in either of these positions nor knew of anyone else that might be at this time. We discussed the particular importance of the Secretary position to the organization, as it is a required position for a 501(c)(3) like the Friends of AB SpEd PAC, Ltd.
  - D. Fundraising – 1) We discussed the need to reschedule the ice cream social planned for the spring due to unseasonably cold and wet weather. It was decided we would try to hold one over the summer at the Ripley Playscape in Concord. 2) We discussed additional fundraising possibilities for the coming year. One possibility suggested included having a backpack and school supply raffle at the Kindergarten selection process kick-off meeting in December/January of next year. We also discussed trying to find venues for additional bake sales and continuing to conduct our annual membership and donation drive. Jeanne is going to check with Missy about the possibility of setting up a table at the Acton-Boxborough Farmers Market for a bake sale.
  
- III. Adjournment – the meeting adjourned at 9:30 pm.

*Respectfully submitted by Nancy Sherburne*