



Business Meeting Minutes

October 18, 2017

I. Call to Order

Nancy Sherburne called the meeting to order at 10:15am. The following Friends' Board members attended the meeting: Nancy Sherburne, Bill Guthlein, Blossom Davies, and Kathleen Guinee. One other community member and Friends of PAC member attended the meeting as well.

II. Organizational/Business Issues

A. Review and approve June 14, 2017 minutes – The June meeting minutes were reviewed. One editorial correction was made. A motion was made and seconded to accept the minutes with the correction noted. A vote was taken and the motion passed unanimously.

B. Treasurer's Report – The treasurer reported that we received \$10 in additional membership dues between June 14, 2017 and Oct. 18, 2017 to bring our account to a balance of \$3843.42.

C. Set membership dues for 2017-18 – There was discussion about the amount of dues. A motion was made to keep the membership dues at \$10 for 2017-18. The motion was seconded and passed unanimously. It was noted that last year the Friends organization had 13 members, which raised a total of \$130.

D. Discuss IRS Audit – The Friends received an audit letter from the IRS about the fiscal year running from July 1, 2015 to June 30, 2016. Nancy Sherburne is compiling the requested paperwork. The Friends file IRS Form 990N (e-postcard) for its federal taxes. Bill and Kathleen will submit the 2016 tax return and SpEd PAC Chair, Amanda Bailey will provide flyers for Bostic, Minahan and Ward as examples of speakers the organization has brought in to speak in recent years.

E. Look for new officers (Secretary and Executive Director) – It was noted that our past Treasurer Will Barker has returned to Acton. We will reach out to Will to see if he is interested in resuming the Treasurer position. If so, Kathleen offered to move to the position of Secretary for the organization.

F. Fundraising – It was suggested that family events may get more attendance than adult-only events. Some ideas discussed were:

1. Bake Sale at the Acton Memorial Library. It was suggested that the Friends choose a date that coincides with a children's event.
2. Touch-a-Truck event. Charge \$5/person with a \$20 max per family. The organization would need volunteers for tickets and a bake sale. We could hold the event in April or early May at the Parker Damon building parking lot. We would need a food permit to host a bake sale during the event.

3. Trunk-or-Treat. The Friends could host a Trunk-or-Treat event in the Fall, charging cars a fee to enter a decoration contest. This event could also be held in the Parker Damon parking lot.

III. Adjournment – the meeting adjourned at 11:30am.

Respectfully submitted by Kathleen Guinee