



Business Meeting Minutes

June 25, 2018

- I. Call to Order

Nancy Sherburne called the meeting to order around 9:30 pm. The following Friends' Board members attended the meeting: Nancy Sherburne, Bill Guthlein, and Kathleen Guinee. Two other Friends of PAC and community members attended the meeting as well.
- II. Organizational/Business Issues
 - A. Review and approve April 25, 2018 minutes – The April meeting minutes were reviewed. A motion was made and seconded to approve the minutes as written. A vote was taken and the motion passed unanimously.
 - B. Treasurer's Report – Between April and June of 2018 \$210.00 was deposited into our account from Intel as part of their company volunteer matching program for Karl Brace's hours working as web master. This brought our current bank balance to \$4466.42.
 - C. Registration and Annual Filing with the AG's office – It was brought to our attention recently that the Friends of AB SpEd PAC, Ltd. needs to register with the Attorney General's office and submit an annual filing. The Friends' leadership had been under the understanding that if the organization had less than \$5000.00 in resources, it did not need to do this. Now that we realize it is a requirement, we will submit the appropriate filings. Nancy Sherburne offered to do this for the organization.
 - D. Insurance for Friends of AB SpEd PAC, Ltd – After researching various insurance options for the organization, Nancy shared that she had found an insurer called AIM that specialized in insurance for small school related organizations like PTOs, booster clubs and foundations. She discussed the various tiers and types of insurance available to the organization through AIM and the cost associated with each. After discussion a motion was made to purchase General Liability insurance with 1 million dollars per event and 2 million dollars of cumulative coverage as well as Officer and Director insurance in the amount of 1 million dollars. The cost of this insurance is \$255/year. The motion was seconded and unanimously passed. Nancy will pursue coverage running from July 1 – June 30th of the following year to match the organization's fiscal year.
 - E. Name Change Possibilities – Given that the AB SpEd PAC has voted to change its name to the AB SEPAC, Nancy discussed the options open to the Friends organization – keep its current name, formally change its name to match the PAC requiring state and federal filings and fees, or file a DBA form to allow us to use the Friends of AB SEPAC without formally changing the organization's name. After discussing each of these options there was general consensus that special education names will come and

go in popularity over the years and we don't want to undertake expensive and time-consuming changes every time a name goes out of fashion. A motion was made to keep the formal name of the organization the Friends of AB SpEd PAC, Ltd. and file a DBA that would allow us to do business under the name Friends of AB SEPAC, Ltd. The motion was seconded and passed unanimously. Nancy and Melissa will get the appropriate paperwork completed and filed with Acton Town Hall as DBAs in Massachusetts are handled at the town not state level.

- F. Election of Officers – Nancy discussed the officer positions available in the Friends' organization – President, Executive Director, Secretary and Treasurer. She shared the responsibilities of each office per the By-Laws, typical meeting schedule of 3-4 times/year, and two-year terms of each elected officer. She also noted that because the organization is a registered 501(c) 3, it is required by statute to have all officer positions filled and on file with the state. Nancy solicited officer candidates. A motion was made to vote the following slate of officers – Bill Guthlein, President, Melissa Brown, Executive Director, Kathleen Guinee, Secretary, and Nancy Sherburne, Treasurer. The motion was seconded and passed unanimously. Congratulations to our new officers!
- G. New Business – No new business was discussed.

- III. Adjournment – the meeting adjourned just before 10:00 pm.

Respectfully submitted by Nancy Sherburne