



Business Meeting Minutes

November 14, 2018

- I. Call to Order
Melissa Brown called the meeting to order around 9:00 pm. The following Friends' Board members attended the meeting: Melissa Brown, Bill Guthlein, and Kathleen Guinee. Nine other Friends of PAC and community members attended the meeting as well.
- II. Organizational/Business Issues
 - A. Introduce Officers – The current slate of officers were introduced: Melissa Brown as Executive Director, Bill Guthlein as President, Nancy Sherburne as Treasurer, and Kathleen Guinee as Secretary.
 - B. Organization Name Change – Doing Business As (DBA) Friends of AB SEPAC. At the last meeting, it was decided 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. 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.
 - C. Membership for 2018-19 – A letter should be sent to district families to recruit new members for 2018-19.
 - D. Upcoming Expenses – “Bullying & the IEP” honorarium to Mass Advocates for Children. Attendees wondered who is listed as the second person on the Friends of bank account.
 - E. Fundraising Ideas – Several fundraising ideas were discussed. Carrie Weaver offered to call the Silver Unicorn about hosting a “Reader Night.” The idea of having a silent auction at the SEPAC Annual Potluck was dismissed because of the small group size at the event. A suggestion was made to have a fundraiser at Menchies.
 - F. New Business -- There was a suggestion to have a social event at a restaurant on a Friday night in January, perhaps 1/10 or 1/11.
- III. Adjournment – the meeting adjourned just before 9:30 pm.

Respectfully submitted by Kathleen Guinee