



Business Meeting Minutes

June 5, 2019

- I. Call to Order
Melissa Brown called the meeting to order around 8:22 pm. The following Friends' Board members attended the meeting: Melissa Brown, Bill Guthlein, Nancy Sherburne, and Kathleen Guinee. AB SEPAC co-chairs Amanda Bailey and Carrie Weaver, School Committee liaison Diane Baum and four other Friends of PAC and community members attended the meeting as well.

- II. Organizational/Business Issues
 - A. Voting on Dues – A motion was made for Friends of SEPAC annual dues to remain at \$10. The motion was seconded and a vote taken, which passed unanimously.
 - B. 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.
 - C. Treasurer's Report – Between June 25, 2018 and June 5, 2019 \$420.00 was deposited into our account from Intel as part of their company volunteer matching program for Karl Brace's hours working as web master. We also had a \$10 surcharge for bank inactivity and a \$20 deposit of 2018-19 membership dues. This brought our current bank balance to \$4896.42. In addition, a \$250 insurance payment was recently submitted for coverage between 7/1/19 and 6/30/20. The organization needs to keep its bank balance less than \$5000. The purpose of the money is to fund social events for the SEPAC community as well as compensate speakers. Some ideas for social events are movie nights and picnics.
 - D. Updates on name change (DBA), AG filing – Tomorrow, Melissa will file the "Doing Business As" form at Acton Town Hall. Nancy is filing the proper paperwork with the Attorney General regarding the existence of the Friends of AB SEPAC as a 501 c(3).
 - E. Submitting Financials for Reimbursement – The cost for Web hosting and our organization's domain via "Just Hosting" is \$339.75. A motion was made and seconded to reimburse this amount. A vote was taken and passed unanimously.
 - F. Officer Responsibilities – This item will be discussed at the next meeting.
 - G. Organizational Goals and Priorities for 2020 – The Goals of the Friends of AB SEPAC for 2020 are:
 - i. Bringing families together
 - ii. Speakers, (education and outreach)
 - iii. Recognize teaching excellence in the Spring for exceptional people who have made a positive difference

- iv. Facilitate a new logo for the SEPAC by supplying prize money for a contest
- H. New Business – Melissa needs to be on the bank account. Some fundraiser ideas are:
 - i. Host a bake sale on election day
 - ii. An auction
 - iii. Sip & Spell at TruWest – 4-person teams compete by writing spelling words on white boards. We'd charge an entrance fee to participate and ask for a percentage of the tabs.
 - iv. Christine Pharo said she would help plan a January Fundraiser.
- III. Adjournment – the meeting adjourned just before 8:58 pm.

Respectfully submitted by Kathleen Guinee