



Business Meeting Minutes

October 2, 2019

- I. Call to Order
Melissa Brown called the meeting to order around 8:27 pm. The following Friends' Board members attended the meeting: Melissa Brown, Nancy Sherburne, Bill Guthlein, and Kathleen Guinee. AB SEPAC co-chair Amanda Bailey, Interim Special Education Director Deborah Dixon, eleven other Friends of SEPAC and community members attended the meeting as well, plus two Harvard SEPAC members.
- II. Organizational/Business Issues
 - A. Review and approve June 25, 2018 minutes – The June 2018 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. Review and approve November 14, 2018 minutes – The November 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. Review and approve June 5, 2019 minutes – The June 2019 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.
 - D. Voting on Dues 2019-20 – A motion was made to have annual dues of \$10/person. The motion was seconded and passed unanimously.
 - E. New members were solicited from the individuals in attendance.
 - F. Treasurer's Report – Between June and October of 2019, \$120 was collected in annual dues. \$255 was paid for insurance coverage and \$339.75 was paid to Karl Brace for two years of web hosting and domain registry. This brought our current bank balance to \$4431.08.
 - G. Conflict of interest forms were distributed to all officers and will be kept on file.
 - H. Reimbursements
 - i. A motion was made to provide a \$100 honorarium to Melanie Perkins McLaughlin, Consulting Producer of "Intelligent Lives." The motion was seconded and passed unanimously.
 - ii. The SEPAC paid for the initial printing run of resource cards. For future printings, Amanda will request reimbursement from the Friends of the SEPAC.
 - I. Status of DBA and AG Filing – Papers were submitted at Acton Town Hall today by Melissa. Nancy mailed the initial registration and two years of annual filings to the Attorney General's office.
 - J. The officers will have a separate meeting to discuss the responsibilities for officer positions and proposed set of changes.

- K. Organizational Goals and Priorities 2020 – The charter is to meet the needs of the SEPAC. Upcoming speakers include Mass Advocates for Children talking about Anti-bullying, Nancy Duggan from Decoding Dyslexia, and a Diversity and Inclusion speaker for the Spring. Melissa will follow up with Dawn Bentley about her plans for speakers.
- L. Community Building – How can we build community? Ideas presented and discussed included:
 - i. Have Friends reach out via SEPAC web site / list to advertise social events.
 - ii. Parent-to-Parent Listserv run by SEPAC
 - iii. MassPac says not to have a Facebook group to protect children’s privacy
 - iv. Host a social event at Red Raven
 - v. “Meet up” at a playground
 - vi. Have a parent only social at Bamboo to discuss other social activities. Melissa will pick a date, perhaps November 14. Hopefully a percentage of sales can be donated to the Friends of the SEPAC.
 - vii. Buy block seating for an event, such as a sporting event.
 - viii. Christina Pharo will organize a Sip & Spell at TruWest (contact, Michael VanHorn)
 - ix. With the SEPAC, co-host an ice cream social at an elementary school or the Village Works community room.
 - x. Bowling night at the Bowladrome, which has adaptive equipment available.
- M. Fundraising – Fundraising ideas presented and discussed included:
 - i. Share percentage of sale profits from restaurants like Bamboo, NYAJ, Flatbread Pizza, or West Acton Creamery. Kara Lafferty will look into Bamboo.

III. Adjournment – the meeting adjourned just before 9:07 pm.

Respectfully submitted by Kathleen Guinee