



Business Meeting Minutes
October 14, 2020

I. Call to Order

Melissa Brown called the meeting to order around 8:45 pm. The following Friends' Board members attended the meeting: Melissa Brown and Erica Abbruzzese. Additional attendees included SEPAC co-chairs Amanda Bailey, Abe Gutierrez, and Carrie Weaver, Interim Special Education Director Deborah Dixon, and two other Friends of SEPAC and community members attended the meeting as well.

II. Organizational/Business Issues

- A. Officers: Melissa introduced the Officers (Melissa Brown, President; James Robinson, Executive Director, Erica Abbruzzese, Treasurer; and Kathleen Guinee, Secretary) and noted Kathleen would like to step down as Secretary. The Friends are required to have the Secretary position filled to be a viable 501(c)3 organization. Responsibilities are minimal: Annual Filing, Membership list, and Meeting notes. Interested parties can contact Melissa at browntv@bc.edu
- B. Dues: Melissa explained the membership structure of the organization, clarifying that only dues paying members can vote on organizational business. Five memberships were anonymously donated. A motion was made and seconded to set the dues for the 2020-2021 school year at \$10. A roll call vote was taken and all dues paying members voted unanimously to set dues at \$10.
- C. Meeting Minutes: The June 2020 meeting minutes were reviewed and a motion was made and seconded to approve the minutes. A vote was taken and the motion passed unanimously.
- D. President's Report: Melissa noted the insurance coverage for the organization is up to date for this year. Conflict of Interest forms will be disseminated to Officers and completed ASAP. Nancy needs to be reimbursed for web hosting fees. A motion was made and seconded to reimburse Nancy up to \$180 for web hosting fees. The motion passed unanimously.
- E. Treasurer's Report – The 990N (annual) and the Attorney General filing (annual) have been submitted and we are now up to date on both and in full compliance with the AG's office.

III. Open Discussion

The constraints of COVID restrictions make events and fundraising challenging but possible fundraising ideas included an online auction and SEPAC face masks.

An attendee recommended working directly with Community Education to ensure kids with disabilities are able to access virtual and in-person activities. Discussion centered around reaching out to leadership at Community Education.

The meeting was adjourned around 9:05pm.

Respectfully submitted by Melissa Brown