



Business Meeting
Wednesday June 8, 2011

MEETING MINUTES

I. Call to Order – Nancy Sherburne called the first business meeting of the Friends of the PAC (FOP) to order at 8:45 pm. The following AB SpEd PAC members attended the meeting: Bill Guthlein, Nancy Sherburne, Caroline Jarvis, Steve Lowe, Sasha Stavsky, and Valerie Ryan. Two other PAC members and school committee member Paul Murphy were also in attendance. Nancy distributed copies of the new By-Laws in addition to the meeting agenda. The purpose of the organization was stated – to raise funds to support the goals and objectives of the Acton-Boxborough Special Education Advisory Council (AB SpEd PAC).

II. Organizational/Business Issues
By-laws and Articles of Incorporation – Sasha developed the By-Laws and Articles of Incorporation. Sasha has also begun the process of 501(c)(3) application and we will be eligible to file for that status in October. Sasha stated that the By-Laws had been updated as of today. She suggested that Caroline and Nancy get together to discuss a few decision topics that need to be finalized prior to our Oct. filing.

Membership Fee – It was suggested that an annual membership fee be instated to deter a hostile takeover of the organization's finances. In order to be a voting member of the Friends of AB SpEd PAC individuals will need to officially join the organization by paying a membership fee. A nominal annual membership fee of \$5 – \$10.00 was suggested. It was decided that we would send out a letter in late summer or early fall to invite families to join the new organization.

Clarification of AB SpEd PAC and Friends Governance – It was clarified that all decision-making and governance of the AB SpEd PAC will remain a function of that organization and be separate and distinct from the Friends organization. It was stated that the Friends of AB SpEd PAC is a private organization and as such not subject to open meeting law requirements.

Organization Meeting Schedule – There was discussion about how often to hold meetings for the Friends organization. The decision was made to hold Friends meetings immediately following AB SpEd PAC business meetings 3-4 times a year.

III. Election of Officers – A motion was made to elect the following slate of officers:

Director: Nancy Sherburne
President: Bill Guthlein
Secretary: Valerie Ryan
Treasurer: Caroline Jarvis

Steve seconded the motion. A vote was taken and all were in favor of the proposed slate of officers; there were no objections or abstentions. The slate of officers was unanimously approved.

IV. Treasurer's Report:

A. Sasha reported that the only new income to the organization since her last report was a \$100.00 donation and that the current Friends balance is just under \$2,500. Sasha also reminded the group of upcoming filing fees: a one time 501(c)(3) application fee of \$400 to the IRS, a one time \$100 initial registration fee with the Massachusetts attorney general's office and an annual \$50 filing fee for fiscal year financial reports.

V. Adjournment – A motion was made to adjourn the meeting. That motion was seconded and unanimously approved. The meeting was adjourned at 9:08 pm.

Respectfully submitted by Valerie Ryan, Secretary.