



## Business Meeting Minutes

September 20, 2012

- I. Call to Order

Nancy Sherburne called the meeting to order. The following Board members attended the meeting: Nancy Sherburne, Bill Guthlein, Caroline Jarvis, and Blossom Davies. In addition, 5 other members were in attendance.
- II. Organizational/Business Issues
  - A. Review and approve minutes from June 13, 2012 meeting. A motion was made and seconded to approve the meeting minutes as written. The minutes were unanimously approved.
  - B. Review and approve By-Law changes. A motion was made and seconded to approve the proposed changes to the By-Laws. The changes were unanimously approved. These changes principally revolved around:
    1. The extension of officer terms from one to two years.
    2. The change of the position titled "Director" to "Executive Director."
  - C. Treasurer's Report. There has been no activity since June 2012. The current bank balance is \$3,816.98. There remains a Roche Brothers' gift card balance of \$47.46 for future use.
  - D. Set annual dues

A motion was made and seconded to set annual dues at \$10.00 per membership. The motion was unanimously approved.
  - E. Membership invitation letter

The Treasurer, Caroline Jarvis, will send out membership invitation letters to join the Friends of PAC via Pupil Services and will track membership dues and donations received. Thank you letters will be sent out for all donations received.
  - F. Fundraisers for the Year

Several fundraisers were discussed. It was decided that bake sales would be held for each PAC event. Other ideas discussed included a Willow Books fundraiser in one of the following configurations:

    1. Have Willow Books offer a discounted book rate (i.e., have an author come in; the AB SpEd PAC would purchase some number of the author's books and sell them at a discounted rate)
    2. Have Willow Books donate a percentage of one day's book sales to the Friends of AB SpEd PAC.
    3. Have a teachers night: invite favorite teachers from each of the elementary schools to come read a book at Willow Books in Acton or Barefoot Books in Concord.

III. Adjournment - the meeting was adjourned within half an hour.

IV. Next Meeting

Nov. 14, 2012 at 7:30 pm in the R. J. Grey Junior High Library following the AB SpEd PAC Meeting.

*Respectfully submitted by Blossom Davies, Secretary*