



## Business Meeting Minutes

June 8, 2016

- I. Call to Order

Nancy Sherburne called the meeting to order at 8:47 pm. The following Friends' Board members attended the meeting: Nancy Sherburne, Bill Guthlein, and Blossom Davies. Eleven PAC members, school-affiliated personnel and parents attended the meeting.
- II. Organizational/Business Issues
  - A. Review and approve Apr. 13, 2016 minutes - A typographical correction was made to the April meeting minutes to move the apostrophe from Friend's to Friends' in section I. A motion was made and seconded to accept the minutes as amended. The motion passed unanimously.
  - B. Treasurer's Report - The organization received \$290 from the Intel Volunteer Grant Program. Our webmaster, Karl Brace, is an Intel employee and participates in this employee benefit program. His volunteer hours each year are matched with a donation from Intel. The current bank balance is \$4,679.68.
  - C. Officer nominations and election for 2016-2018 term - The Friends of AB SpEd PAC elects officers every two years to minimize state filing fees and forms that must be filed for each change of office. Meetings are held every other month during the school year. The organization is seeking volunteers to fill the officer positions, in particular Secretary and Treasurer. The Secretary takes notes at each meeting that typically average about a page in length. The Treasurer reports on current funds in the bank, sends out a membership letter once a year, and deposits dues in to the organization's bank account. The following slate of officers was put forth: Nancy Sherburne, Executive Director, Bill Guthlein, President, Kathleen Guinee, Treasurer, and Blossom Davies, Secretary. A motion to adopt this slate of officers was made, seconded and unanimously approved. Welcome to our new 2016-2018 officers!
  - D. Staff Recognition Award nominee selection - There were six staff nominations proposed by parents for the 2016 Teaching Excellence Award. Parents' comments were read aloud by Nancy and Student Services' administrative feedback regarding the nominees was also shared. Based on parents' comments and district feedback, a motion was made to award Nikki Jeanotte the 2016 Teaching Excellence Award. In addition, it was decided to award Mary Emmons a Staff Recognition Award for her contributions to special education students and the district over the last 20 years. A motion to this effect was made, seconded and unanimously approved by the membership. Discussion ensued regarding changes to make to the nomination process for next year based on this year's

experiences. It was suggested we consider shortening the nomination period from one month to two weeks and making the criteria more specific so that parents are clear about how to respond. Nancy also suggested presenting the award at School Committee as other awards are given then and the awardee can receive public recognition from his/her peers.

- E. Fundraising ideas for next year- Bake sales around elections were successful this past year so we will do them again next year. We will also attempt to do bake sales for any speakers/presentations that the PAC brings in. Nancy will explore setting up an “Etsy” site that allows people to donate items to the Friends organization for sale on Etsy with proceeds to benefit Friends. Another suggestion involved setting up a portal/click through on our website for electronic shopping that would give a percentage to the organization when clicked on. See [smile.amazon.com](https://smile.amazon.com) and register on [org.amazon.com](https://org.amazon.com).

III. Adjournment – the meeting adjourned at 9:37 pm.

*Respectfully submitted by Blossom Davies, Secretary*