

## Fairfax County SEPTA

SEPTA Board & Delegates  
Rescheduled August Regular Board Meeting  
7pm-9pm (6:45 set up)  
BritePaths  
4080 Chain Bridge Rd. Fairfax 22030; second floor.



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7:07pm **I. Called to order, Quorum Count & Approve Agenda**

**Attendees: Amanda C., Kathy G., Kim W., Michelle C., Laura A., Diane C., Brooke V., Ami, Norm H. On Phone: Rachna, Laura B. Agenda approved as written.**

7:05pm **II. Approve Minutes**

Decided to make changes on-line and approve minutes from June retreat on-line.

7:10pm **III. Treasurer Report & Budget Requests**

Ami shared budget report and results of the audit with the Board. She stated: Members need to email receipts if you aren't coming to a Board meeting. Need to accept annual report and need to accept recommendations of audit committee. Unable to reconcile membership list. Need to send treasurer's report when not attending meetings. Membership Chair needs to report to executive chair. Add a third signature to the bank account. Have Board member make deposits in timely manner. Two people count cash for deposit. Diane said we need to have official form. Counting form and include that and have both people sign it and leave in cash box. Everything balanced in audit. Same three people using Google Form from membership last year. Need to send check to Virginia PTA for these three memberships.

MOTION: Move to approve Treasurer End of Year Report. Unanimously approved.

MOTION: Move to approve findings of the Audit Committee. Unanimously approved.

All Committee Chairs need to email Ami. Need budget 30 days out of Oct. 30th meeting posted.

Ami will be calling budget committee meeting September 18th at 7pm and location will be determined. She will find out who has to be there.

Have all budget requests by Friday, September 14th. Talk off-line to amount you want and why you want it. Name of committee and committee chairs should be included.

7:15pm **IV. Announcements**

- Upcoming events: ACSD 9/12, Ombudsman (Diane) 9/13, Library Fair Fri 9/14, Atif Qarni Town Hall 12pm 9/15 (need on FB Page and Group), WIN 9/17, Fall

Picnic 22, Next Board meeting 9/25, SEPTA Liaison Training 9/26, Mental Health Conference Sat 9/29, School Board Meetings 9/13 and 9/27, **9/24 FCPS Parent Liaisons training AM (?)** Upcoming Gen Mem meeting October - 10/30 Event Speaker Finalized? Cheri B? Cathy and Kim. Norm noted that as we listed the events in the agenda, do we need to attend these meetings? Diane said we are just sharing event information in the agenda. Some of the events we will be attending.

- SEPTA Table Rep training - for Volunteers-Cathy G. reviewed SEPTA table top display with Board and asked everyone to send her ideas of what changes we can make to update board. Want to have a training to train all SEPTA members that represent SEPTA at fairs or events. Want to help members feel comfortable. Amanda is going to help update board. Cathy asked Rachna for awards information and will send Rachna note. Should list upcoming events and change every month. Put the accomplishments from last year. Cathy will put year accomplishments on G Suite.
- Membership Drive Delay Sept 15
- Brandon Cassidy (FCDC) idea for a SpEd scholarship. - Talk to Rachna and Ami (and Debbie) Change agenda to read ACSD and not FCDC.
- **\*\* Kudos to Amanda - GSuite & Norm - SACC job & Laura B for completed draft of 2e handbook & Thanks to Audit Committee: Laura A, Norm, Joanne and Cathy and Ami\*\***
- Announcement made by Laura Allen: She will be representing Region 5 on the Advisory Committee for Students with Disabilities.

7:20pm

#### **V. Committee Reports (2 min max)**

- ACSD Rep, Michelle Cades: Said new membership orientation is at 6 pm and meeting starts at 7 pm on September 12th. Elizabeth Schultz is new Board of Supervisors Representative to the ACSD. SEPTA seat can not vote at first ACSD meeting but can sit at the table.
- Advocacy, Norm Hall-No report. Norm talked about how he will be talking about staffing at first School Board Meeting. Diane said to start a list of issues that we can review and make comments.
- Awards and MiniGrants, Rachna-She is going to mail out awards from June so they weren't mailed over the summer. Suggested to use Pony to avoid postage. Rachna needs access to original form for awards and can retype. Can have access in G suite.
- Communication & Social Media, Helen and Amanda (Review Committee emails, need on Contact Sheet and Website)-Renewed for domain name on file and is on Diane's credit card. Ami said to make sure this in request for funding. Helen urged us to use septa.org emails consistently. Amanda has been focusing on the

drive. Wanted us to vote on the Social Media policy and we can refer to at next meeting. Amanda will post.

- Events & Programming, Cathy & Kim (Picnic update)-Rented pavilion and will have police officer stop by. Said she will ask police to text when they are going to stop by so we have notice. Will be using Event Brite or Mail Chip. It was noted to get volunteer request to Lisa and use volunteer request form for all events. Google set up. Picnic set up will be in sign-up genius.
- MOTION: Cathy G. Move to approve \$450 for the SEPTA picnic at Providence Park on September 22. Brooke second. Unanimously approved. Will send flyer out.
- Fundraising, Joanne-December 1, Barnes and Noble at Springfield and Fair Lakes. Joanne to send sign up genius.
- Membership & Outreach, Diane and Hillary-The membership was more complicated and need to have a few pieces to continue.
- Teacher Liaison, Jennifer-No report.
- Volunteer Coordinator, Lisa (discuss form and plan) Will use sign-up genius. Wants to know what to ask volunteers and training needed. Presented report.
- Under-served & 2e, Laura B-No further report.

7:40pm

#### **VI. Old & New Business:**

- Announce Budget Committee: Diane, Ami, Brooke, Joanne, Cathy/Kim, others? Budget due?
- Set Date of Fall Retreat (Nov 10)?-Full day and may have new location. Joanne suggested having at Britepaths new office.
- Adopt new procedures: Volunteer form and Social Media Policy--If you have an event, fill out form so she knows what to look for. Every committee chair needs forms. 2 weeks ahead for volunteers.
- On the Go with AAUW - pick date and talent 4-7 or 7-10 Mon-Thurs-Diane asked Laura Allen to join and she expressed 7-10 as better option. Need to pick day of week.
- October 30 Gen Membership Meeting - do we want Super. Cook to come? Are we set?
- Need to set up a Volunteer Training--talked about how we will have you come to be on our volunteer list.

8:10

#### **VII. GSuite Training:**

9:00

#### **XI Adjourn**

**\*\*\*Hard Times Cafe\*\*\***

**\*Reminder: The committee report forms are the official format for monthly reports to be sent to entire leadership team 5 business days before Board meeting. If these forms are not submitted 5 business days before the next board meeting, you will forfeit your committee time.\***