

Fairfax County SEPTA

SEPTA Board & Delegates

7pm-9pm

BritePaths



3959 Pender Drive, Ste. 200, Fairfax, VA 22030

7:11pm **I. Call to order, Quorum Count & Approve Agenda** (12 officers and committees are full number - quorum would be majority of those twelve represented)

President-Diane Cooper-Gould, Vice President-Brook Varma-late-8:05 pm, Treasurer-Rich Hem, Secretary-Laura Allen, Fundraising/Liaisons-Joanne Walton, Events-Cathy Greulich, Teacher Liaison-Jennifer K, Ami Todd, Communications-Helen Minor/Amanda Campbell, Advocacy-Norm Hall, 2E/Awards/Mini-Grants-Laura Baker, Kate Volpe,--Michelle Cades-7:38 pm

II. Approve Minutes from [1.08.19 Virtual Board Meeting](#) & [General Mem Meeting 1.24.19](#)
Minutes unanimously passed for 1.08.19 with changes. 1.24.19 passed unanimously with changes.

III. Treasurer Report & Budget Requests - Transition meeting for Incoming Treasurer, Rich Hem, and outgoing treasurer, Ami Todd.

Questions posed by incoming Treasurer: **how much are we behind in fundraising? How much do we have to allocate to grants? Do we still have a paypal acct? Can we consider adding a Donate Now button to our website with link to PayPal? Is there an annual PayPal service fee or only a per transaction fee? Can PTBoard be set up with an automatic donation button that we can link to our website and/or FB? Answers below:**

Treasurer submitted a report by outgoing Treasurer -

Previously unaccounted for membership were found to have been paid by Diane, Amanda and Norm paid directly to VAPTA via the National Membership Database system.

- Membership is \$835 below budgeted target amount for year end
- Fundraising, is \$950 below budgeted target amount for 2018-2019 Current Treasurer, Ami Todd, feels with current finances, we can allocate \$1000 to grants and still have money for the Awards Ceremony and reception.
- Grant information is in an email from Rachna...can we forward to Laura Baker, Interim Awards Chair and Diane Cooper-Gould, President
- We have a Pay Pal account currently under info@email. Donate Now button currently on the cover page of SEPTA website.
- Set up a new Pay Pal under Treasurer email. Signatory authority must be given to Rich Hem, incoming Treasurer on bank account. Records are being passed to Rich Hem at end of meeting.
- Request for Treasurer to set up Amazon Smile made by A. Campbell. Treasurer says he will do it.

- Currently we are \$1700 below targeted in income receipts. As a Board we need to be conscious about budget shortfall. We need to work to make up the shortfall. Larger expenses need to be verified for anything that is not your own committee budget.
- Recommend that we use up to \$1000 for Teacher grants.
- Ami will check the donate button on-line to see if any money has been added.
- Action item to take membership numbers off-line with Kate, Ami, and Rich to reconcile.

7:25pm **IV. Announcements**

- ****Thank you to Laura Baker for being new Awards & Grants Co-Chair****
- **Looking for people to join committee with Laura Baker.**
- Feb 25 - Voices around the IEP table - Robinson 7pm
- February 26 - General Mem Meeting, Study Pro Presentation 7-9 pm Library at Longfellow MS in McLean
- March 6 - Reelabilities - Business of Autism @ Robinson 7pm
- March 19 - I'm Determined w/Chadd 7-9 pm at Keys MS in Springfield, sponsored by SEPTA and CHADD
- April 3 - I'm Determined in Herndon 6:45-8:00 pm, at Herndon Senior Center, sponsored by SEPTA and Formed Families Forward
- April 6 - SpEd Conference -
 - Table monitor(s) - Laura Baker, ? ACTION: Need to create a sign-up genius to have more people at Table monitors. ACTION: Do an unofficial meet-up and look for SEPTA t-shirts-Kate is going to lead this task.
 - Need to order new pens - ACTION: Do pen order for SEPTA and look at Lindsay's account-she will do reorder. Ami will send the information. Order same as last time is a suggestion.
- April 30- Armando Peri 30 mins, Gen Membership Roundtable and Elections
- May 4th - SEPTA Awards - confirm FFX Church of Christ Rugby Rd? --Yes we are confirmed to have the SEPTA awards at the Church.
- Reminder to find replacements, remember upcoming goals and cultivate committee volunteers, Report Reminders

7:35pm **V. Committee Reports - PLEASE read all reports prior to our meeting. They are linked [HERE - Committee Report Doc](#) If you did not submit a report or make other arrangements with me, you will not have time to speak.**

- ACSD
- Advocacy, Norm Hall (15 mins)
 - Meaningful discussion on topics of: call to action re: RAQ and approach to contested SB seats. Requested by Chair.
 - Importance of Board understanding FCPS budget mentioned by chair.
 - Chair suggests working with teachers and teacher unions.
 - **Budget advocacy and overall advocacy for SEPTA-**
 - Chair suggests having an advocacy committee meeting and the meeting could be open to the general membership

- Four at large candidates running for at large SB seat.
 - Reminder - SEPTA can not endorse any candidates.
 - Chair suggests we ask candidates the same 3 questions as we did during the last SB Special election.
 - Chair will lead off-line discussion on guidelines for working with candidates.
- Awards and MiniGrants, Laura Baker (Report from January should be used)
 - Set committee for Awards and Grants
 - Establish deadline for Grants
 - Move to shorten Awards category list suggested under 20 award categories.
 - Awards Nomination Form created. Will be opened Feb 14. March 15th to close. Have a month to sort them out and notify people.
 - Work with Communications to create an effective Media campaign--Laura Allen and Diane Cooper-Gould will help and Jennifer K can help with event as well.
 - Fairfax Church of Christ confirmed as location
- Communication & Social Media, Helen and Amanda
 - Deadlines created for promotion of events, etc.
 - flyer is one week before needing flyer...any wording and dates and details and need to know what we are saying.
 - EventBrite or Social Media post-3 days and website postings-3 days.
 - ACTION-Communications will write a policy on these timelines and create a google form.
 - Private List Serv requested by President.
 - suggested benefit of membership.
 - Look to POAC Listserv as a model.
 - ACTION: Find out how much it costs to maintain and run
 - ACTION: Put on agenda for Summer retreat to look at this more closely.
 - Communications is stating that our focus seems to be in many different places. Goals on the focus of the organization would help communication. Mailchimp click rate declines the closer together emails are sent out to membership
- Events & Programming, Cathy & Kim (5 min)
 - location costs of an \$180 from now until end of PTA year
 - **MOTION: I move that SEPTA has a planning retreat in June to set event dates and topics for the fall and winter. Moved by Cathy Greulich. 2nd by Amanda Campbell. MOTION: I move to amend the motion so that it says: before the end of June Moved by Cathy Greulich. 2nd by Rich Hem. Norm Hall talks to motion: Busy time because of school board and Rich Hem talks to motion, stating there is no good time. Unanimously with two abstentions: Norm Hall and Laura Baker.**

- Note from Cathy: I am putting forward this motion so that the Events committee can plan far enough in advance so that publicity is not limited to two weeks as it has often been this year.
- Fundraising, Joanne (no report)
 - Armchair Fundraiser? Focus on picking specific grant to fund. These are what the teachers need as an example or multiple grants and want to promote. Make wording clear to focus on five grants as an example to give ownership and is specifically for all the grants. Unanimously in favor of this form of fundraising.
 - No update on Corporate Sponsor Fundraisers?
 - Have \$220 in donations and have sold or given away 24 magnets. 8 sold online.
- Membership & Outreach -
 - Need to have regular Membership Reports run - weekly additions and any magnets sold need to be reported.
 - **MOTION: I move that we offer half price SEPTA memberships starting at the FCPS Special Education Conference in April for \$10. Motioned by Kate Volpe. 2nd by Amanda Campbell. Unanimously with two abstentions-Brook Varma and Laura Baker. Norm spoke to motion and wants to know if this is what other PTA members do.**
 - **Action: Add "Benefits of membership" page to PT board.**
- President's Report - Diane (30 mins)

9:11pm

XI Adjourn