

Fairfax County SEPTA

SEPTA Board & Delegates

August 29, 2017

7pm-9pm (6:45 set up)

Dunn Loring Center (PRC building)

2334 Gallows Rd, Dunn Loring, VA 22027

Conference Room 111-Entrance



I. Call to order at 7:04pm, Quorum Count & Approve Agenda In

Attendance: Diane Cooper-Gould, Lindsay Latham, Brooke Varma, Jennifer Witkowski, Joanne Walton, Helen Minor, (Non Voting-Toby Latham, Cathy Greulich, Caroline Kenney, Tina Baldera on the phone) Norm Hall arrived after the polls closed. Approved Agenda

A. Approval of Minutes from 7/25/17 Board Meeting. Approved

II. Announcements

A. Next Regular Board Meeting: September 26

B. PRC Military Summit, September 16 (Confirm Toby, Jennifer, Joanne. Google doc sign up and materials and sign up time)

C. Fall Picnic Sept 24, 1pm - 4pm Brookfield Park, 7417 Floyd Avenue, Springfield, VA 2211. We will email invites to School Board Members and to the members of the Board of Supervisors. Supervisor Cook would like to say a few words.

D. October 10 General Membership Meeting (7-9) Gatehouse (Brabrand, Johnson, Meier)

III. Treasurer Report

A. Balance currently is \$2500.52. Currently we have pending reimbursements in the amount of \$153 for Events and \$213 for Insurance. Actual available \$2186.58. PO Box renewal is \$120-\$130 in October, the pricing is increasing at the end of September and they did not know how much that increase will be.

B. Budget Committee will be meeting the week of September 18th. When submitting your request for your committee budget, please try and be very specific and realistic on your request. Please have your budget request to Ami by September 15th to add the group discussion.

C. From this date forward, you have 60 days to submit your reimbursements otherwise it is considered a donation to SEPTA.

IV. Other Officer Reports: President

A. **Motion: Create a Budget Committee** Moved by: Helen, 2nd by: Jennifer Approved: Unanimous (Members: Ami, Chair, Diane, Ramona, Toby, Rachna)

B. Create Audit Committee-we don't need until the end of the fiscal year.

C. Establish guidelines for materials at all events display board, flyers (english/spanish), rack cards, business cards, sign-up sheet, membership forms, donation jar (where permitted)-Currently Lindsay is holding these items and will organize a tote that anyone can pick-up to take to an event.

D. Expenses for printed materials will fall under Communications Committee.

V. Committee Reports, Work Proposals & Action votes

A. Communications

1. ListServ platform-to save some money until after the Fall Membership Drive, Helen would like to see where we are for our numbers are and where our budget it is before voting on the platform.

2. Motion: Create a Paypal Account to receive membership dues and donations for the first year. Moved by: Jennifer 2nd by: Brooke Approved: Unanimous

3. Please submit blog posts to Helen to post the on the website.

4. New Membership form on Website (link on front page not working)

5. eblast Newsletter on Website- Helen will add those.

6. Helen will create the Twitter Account

B. Membership

1. Discuss bringing Beth on to take over Membership as Jennifer phases out-Executive Board will vote on this tonight.

2. Membership Drive Plans * With Fundraising

3. Need new Membership form in Spanish-updated. Helen would like Jess to just review it before we post it.

4. Start with grassroots outreach. Start speaking to your teachers for your kids. Reach out to the PTA's in the schools to find out how we can get our information out either by printed flyers or electronically.

5. Joanne is reaching out to the Special Education Liaisons to get our information to send to their local PTA Presidents.

6. Motion: To give a \$5 discount in dues for charter members on this round Moved by: Jennifer 2nd by: Ami, Approved: Unanimous

C. Fundraising

1. Tina Baldera would like to be the Co-Chair of Fundraising. Previous PTA experience, and is now getting back into PTA involvement with her daughter. Executive Committee will meet this evening.

2. Sugar Mamas report: \$222.52-Joanne also reached out to get a gift card.

3. T-Shirts sale at Oct Membership meeting (with Ami, Diane & Lindsay)

4. Membership donation level recognition during Fall Membership Drive? We may need to push this to next year. It's too soon to come up with levels of appreciation right now.

5. Joanne will start a spreadsheet to include the list of the store, location, what you got and when you went.

6. Barnes and Noble is Confirmed for December 10th. We have to use their flyer when advertising. We will be able to have a table at the front, we just can't go up to people, but if they come to our table we are able to give them a flyer.

7. November 13th BJ's Restaurant Fundraiser

D. Events

1. Fall picnic Sept 24th- We thought that SEPTA should provide hot dogs, hamburgers, bbq chicken to make sure that people would come and have things to eat and not rely on the potluck for the main dishes.

2. Budget Request Fall Picnic Motion: Events can spend unto \$325 for the fall picnic.

Moved by: Laura, 2nd by: Helen, Approved-Unanimous

3. October 10 Membership meeting-Events will handle the light refreshments and snacks

4. Motion: \$200 Fall Membership Meeting food budget Moved: Jennifer, 2nd: Joanne, Approved- Unanimously. Events we will try to get donations from grocery stores for the event.

5. October 28 (Sat) Halloween Event (canceled until 2018)

6. October 25th Build your IEP binder event-Cathy is scheduling with the speaker.

7. Events Committee would like to solicit office supply store for binder, dividers, post-its etc. for participants. Approved.

E. **Special Populations:** Hoping to connect with people during the Fall Membership Drive.

F. **Advocacy:** Karen Keyes-Gamara is currently up by 20,000 Votes

VI. Executive Committee:

- A. Teresa Johnson call update, we would like to schedule quarterly meeting, she would like to meet with our board.
- B. Need to schedule Executive Meeting for September.
- C. Board training for Google docs-needs to be scheduled

VII. Volunteer Committee:

- A. Establish two yearly events - welcome and thank you
- B. Volunteer of the month recognition on social media and website-Submit to Brooke
- C. Website volunteer questionnaire to be a bit more simplified, maybe we can include this in our online membership form?

VIII. T-shirt Committee:

- A. T-Shirts- booster.com its a campaign that runs for 2-3 weeks, to get the t-shirts in for the October 10th meeting the campaign will need to be closed on September 22nd. There are no upfront costs for the organization, people can pay directly and they can also add a donation to their purchase.

Motion: If the campaign is going well and we would like to do a bulk order, we approve a purchase extra t-shirts up to \$350 Moved by: Joanne, 2nd by: Jennifer, Approved- Unanimous

- B. **Motion to give up to \$100 stipend to Matt, Artist, for scaling Logo if needed Moved: Brooke, 2nd: Jennifer, Approved: Unanimously**

IX. Old Business:

- A. New Membership forms are on-line and working.
- B. Welcome Luncheon Fundraiser (Foundation for FCPS) for Dr. Brabrand on Nov. 20. Individual tickets are \$75, \$90 after 9/20. Diane C-G attend, SEPTA pay for ticket? How do we do this?

X. New Business

- A. Motion: We would like to create a Teacher Liaison position. Moved: Helen, 2nd: Brooke, Approved-Unanimously

- B. Motion: **Move to create a Standing Awards Committee Moved: Ami, 2nd: Laura Approved- Unanimously**

C. Board to come up with an “elevator speech” to train volunteers with. Have completed by September 26 meeting the Executive Committee and Communications can work together on this. We need to work on talking points for those who are volunteering at our tables at various events. We can include these talking points in the tote that goes to every events, have a portion of the Volunteer meet & greet include this training and create a video to post on our website via YouTube.

- D. Community Flyer Day Flyer for PTAs may

E. Motion: **SETPA would like to gift memberships to Dr. Brabrand, Dr. Johnson and Irene Meyers at the October 10th meeting. Moved: Ami, 2nd: Jennifer Approved: Unanimous**

XI. 9:10pm Adjourn