

## 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. **Quorum reached**

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

Decided to make changes and approve minutes from June retreat online.

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

- Ami shared budget report and results of the audit with the Board.
- Board Members need to email receipts if not coming to a Board meeting.
- Unable to reconcile membership list easily with last year's system.
- Need to send treasurer's report when not attending meetings.
- Need to add a third signature to the bank account.
- Need to have Board member make deposits in timely manner.
- Two people count cash for deposit.
- Diane said we need to have official accounting form that allows people to sign it and leave in cash box.
- Everything balanced in 2017-2018 audit.
- 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 regarding budget for the year. Need to complete 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.
- All budget requests due 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:

9/12: Advisory Committee for Students with Disabilities (ACSD)

9/13: Ombudsman (Diane)

9/13 and 9/27: School Board Meetings

9/14: Library Fair

9/15: Atif Qarni Town Hall, 12pm (need on FB Page and Group)

9/17: Welcoming Inclusion Network Meeting

9/22: Fall Picnic

9/24 FCPS Parent Liaisons training AM

9/25: Next SEPTA Board meeting

9/26: SEPTA Liaison Training

9/29: Mental Health Conference

10/30: Upcoming Gen Mem meeting October

SEPTA Table Rep training - for Volunteers

- Cathy G. reviewed SEPTA table top display with Board
- 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.
- Suggestion to list upcoming events and change every month.
- Suggestion to put the accomplishments from last year. Cathy will put year accomplishments on G Suite.

Membership Drive Delayed to Sept 15

Brandon Cassidy (ACSD) idea for a SpEd scholarship. - Talk to Rachna, 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 School Board Liaison 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 Mini-Grants, Rachna Sizemore Heizer
  - 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 Minor and Amanda Campbell
  - Told everyone to review list of committee emails
  - Renewed for domain name on file and is on Diane's credit card.
  - Helen asked us to use septa.org emails consistently.
  - Amanda has been focusing on the drive.
  - Delayed vote on the Social Media policy to next meeting. Amanda will post on Facebook.
- Events & Programming, Cathy Greulich & Kim Woodbury
  - 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 EventBrite or MailChimp.
  - Noted to get volunteer request to Lisa and use volunteer request form for all events. Picnic set up will be in sign-up genius.
  - Events Committee will send flyer out.
  - **MOTION:** Cathy Greulich moved to approve \$450 for the SEPTA picnic at Providence Park on September 22. Brooke Varma second. Unanimously approved.
- Fundraising, Joanne Walton
  - December 1, Barnes and Noble at Springfield and Fair Lakes. Joanne to send sign up genius.
- Membership & Outreach, Diane Cooper-Gould-The membership was more complicated and need to have a few pieces to continue. Shooting for September 15th.
- Teacher Liaison, Jennifer Kruzyn-No report.
- Volunteer Coordinator, Lisa ?
  - Discussed form and plan.
  - Will use sign-up genius.
  - Wants to know what to ask volunteers and training needed.
  - Presented report.
- Under-served & 2e, Laura Baker-No report.

- Announce Budget Committee: Diane, Ami, Brooke, Joanne, Cathy, others?  
Budget due September 30th
- 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. Need to turn in forms two 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 - will reach out to Supervisor Cook to attend.
- 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: Amanda Campbell presented live with handouts.**

9:00 **XI Adjourn**