

# Fairfax County SEPTA

May 28, 2019 7-9pm

General Membership Meeting, Elections & Ombudsman

Camelot Elementary School

8100 Guinevere Dr. Annandale, VA 22003



6:45-7pm

Set Up

7:00pm

## **I. Call to order, Quorum Count & Approve Agenda (6 Board Members = Quorum)**

7:08

9 members present- Jennifer, Diane, Amanda, Michelle, Helen, Rich, Norm, Laura A, Kate

## **II. Announcements - Board**

- Next Meeting: July 30, LOCATION TBD (Blue Iguana?)
  - if changed to June wanted addressed in New Business
- Committee Chairs will be decided by Executive Committee and announced-TBD
  - working on spreadsheet for contacting members and will do so in the next few weeks

7:10pm

## **III. Treasurer Report (Rich Hem)**

- Came in \$343.59 under budget for awards!
- Total expenses \$1,183.48 under budget.
- Overspend \$2,737.89 based on what came in (although we're not over because of reserves)
- Need to appoint an audit committee- September 24th presented to gen. Membership

7:20pm

## **IV. Old Business -**

### **1. Approval of Past Minutes (20-30 mins)**

2/5/19 Minutes

- Motion: "Motion to approve the February 5th minutes as revised" (Michelle)
- Amanda seconds.
- Unanimously approved

2/26/19 Minutes

- Motion: "I move to approve the February 26th minutes as revised" (Amanda)
- Kate seconds
- Unanimously approved.

3/19/19 Minutes

- Motion: " I move to approve the March 19th meinutes as presented" (Rich Hem)
- Helen seconds.
- Unanimously approved.

Cathy arrives at 7:49

### **2. Clarification - Are Summer Board Meetings at Camelot or other location TBD?**

- For summer board meetings- another location TBD
- Next year meetings can be held at Camelot.

### **Barnes and Noble Book Fair Update (Dates/ Locations)**

- 7th and 14th are not good- need to pick new dates (21st/22nd possibly)

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3. **Outstanding items for each Committee prior to rollover including. Rollover by June 30:**
  - a. **Outstanding projects to complete prior to June year-end (June 30)**
    - Communications- credit card for wordpress. We could use PayPal possibly to pay for wordpress.
    - Treasurer- Need all receipts by June 15th. Can each committee send Rich an email to let him know that they're done spending money so that he can close out. Laura A has to re-mail certificates which will yield one more reimbursement, Laura B might have something left from mini-grants. Need to form an audit committee.
    - Events- nothing lingering. Laura B will look into Freddie's Ice Cream.
    - Advocacy- School board candidate mixers (June 23rd?). Can add to new items.  
Advocacy facebook- discuss under social media in July meeting
    - Secretary- Get minutes to Helen, get last two minutes approved. Diane recommends storing previous year's info in our storage at Gatehouse. Diane, Cathy, Michelle have Gatehouse keys. Amni? Brooke?  
Michelle- timeline for new ACSD person approval from the board.
    - Membership- nothing lingering. Rich Hem wants to discuss PT board in the near future.
  - b. **Outstanding issues/clarifications/ action items**
  - c. **Process to change emails / Date to change emails**
    - Everyone exchange email info with the incoming officer.
  - d. **Date to post new leadership and positions**
  - e. **Exchange of information**
  - f. **Please make an appointment to meet with your replacement for records/process transfer**

8:10pm

## V. Committee Reports & New business -

1. **Do we want to schedule a June Board Meeting? Dates?**
  - Yes we want a June board meeting- Diane will propose dates. (2hr time limit)
  - Tuesday, July 30th 5pm-10pm
  - August 24th- all day retreat meeting
2. **Review and divide for calling Membership Names interested in volunteering (potential leadership positions)**
  - Follow up on facebook
3. **SpEd Liaisons Discussion (Laura Allen)**

FCCPTA for info on PTAs  
Reach out to all PTAs to find out who their sped liaison is  
Create back to school packet to take to all of the schools for BOY- can be done electronically.

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Create a meeting for sped liaisons in September. Quarterly meeting.  
First event Inclusion Night in November  
News You Can Choose- discuss with communications and PRC  
Liaison/teacher tab on the website for resources  
SEPTA video at back to school night.  
Fall survey for schools.  
Manage a FB page for the SPED liaisons  
If there's anything you want added to this list please prepare for July retreat!

#### 4. Budget for 2019-2020 (Rich)

- Budget and audit have to be approved at the first general membership meeting (September 24th).
- Budget Committee- Diane, Jenn K, Cathy, Laura A, Michelle
- Audit Committee- Norm, Kate, Amanda (if needed), Debbie (?), Beth (?)

#### 5. Communications: (15-20 mins)

##### a. Social Media Policy

- Motion: "I move to amend social media policy as presented." (Amanda).
- Michelle seconded.
- Unanimously approved.

##### b. New Processes <https://fairfaxcountysepta.org/communications-requests/>

- Fill out forms for Eventbrite, Flyers, Social media, etc.

##### c. ListServ

- Google groups- allows for anonymity.
- Promote as a member benefit!
- Set of guidelines and awareness that there are parents and staff on the group.

8:50pm

#### VI. Clean Up and Adjourn

Adjourn at 9:28