**SEPTA Planning Meeting**

**October 16, 2018**

**Meeting Minutes**

In attendance: Kara Berghaus, Dina Olmstead, Rosalie Witt, Sharon Leonardi, Andrea Leonardi, Toby Kawulicz, Jennifer ?, Michelle Krupa, Margot Levy, Pat Harkin and Karen Earls

* Formation Process
	+ Kara reviewed the last two meetings and provided the group with an update on where we stand in the process.
	+ There are a series of action items that need completion in order to move forward:
		- Mission statement needs final revisions
		- Bylaws need to be updated to reflect Wilton information and voted on
		- 10 official members are needed in order to form
		- An executive board needs to be voted on
		- EIN number is being generated
		- Obtain a P.O. Box
		- Bank account created
			* We need funds from membership to be deposited
			* Online form has been created to allow for easy registration. Paypal is the next step in the process.
	+ The group decided to wait until January to vote in the Executive Board to allow for more people to participate and make decisions about how they want to get involved. Need to work on getting members first.
* Teacher Input
	+ Discussion involved how to pick the best times so that the teachers/staff/administration can attend the meetings.
	+ Currently information/introductory meetings are scheduled with Cider Mill (10/22) and Wilton High School (10/19). A small group met with Miller-Driscoll administration on October 11 (Is this right?)
	+ Suggestions:
		- Get in touch with instructional leaders to be able to push into already existing meetings so new and additional meetings do not have to be created.
		- Create a Google document with questions to capture input from teachers.
* Meeting day and time
	+ Need to gather data
		- Poll families and teachers to see when is the best time.
		- Consider solving for evening conflicts with child care because teachers are more likely to be able to come in the evening.
	+ Decision was made to adopt the second Tuesday of every month. Morning or evening time TBD.
* Website
	+ Website is live and has the form for membership available.
		- [www.wiltonsepta.org](http://www.wiltonsepta.org)
		- Email: wiltonsepta@gmail.com
	+ Content will be added over time.
* Membership
	+ Both hard copy and electronic forms have been created.
	+ Suggested fee:
		- $15 for families (no matter how many children they have)
		- $10 for teachers
		- Add an option to donate more
			* Sponsor a teacher
	+ Set a target number for family membership and staff at each building
	+ Those registering now would have a membership until June 2019. The fee will go up for next year but it will reflect a full year vs a partial since we are starting later in the year.
	+ Suggestion to look into using Mobilearq – most likely an option to explore for next year.
	+ Make options available – a family/parent can start off with a PTA membership and then have the option to add a SEPTA membership as well.

Immediate Action Items:

* P.O. Box
* Bank account (so PayPal can be established)
* Generate membership
* Finalize bylaws/mission statement
* Prepare to vote

Meeting adjourned at: 10:30 am

Next meeting: TBD

Location: Clune Center