

## Sudbury Special Education Parent Advisory Council Meeting Minutes for July 14, 2015

Goodnow Library Community Room, 40 Fairbank Road, Sudbury, MA  
7:40pm start

### **Present:**

Robin Jordan, Shana Kaplan, Laura Demerle, Bruce Hoffman, Jessica Sales Cohen, Stefanie Mittelstadt, Paula Moyer

### **Old Business:**

Minutes from 6/23/15 reviewed and approved with minor corrections.

### **New Business/Assignments:**

#### BY-LAWS

Quick review of by-law changes for Events Coordinator responsibilities, because Laura missed the last meeting and she is the Events Coordinator.

#### COMMUNICATION & COLLABORATION

- Eventbrite
  - Laura has access to Eventbrite as a coordinator.
  - Events automatically populate on our website.
  - Shana should become coordinator as well.
- Trello is a to-do list with columns which will help us stay organized.
- MailChimp (like ConstantContact but free): takes the place of the spreadsheet we've been using in the past to manage our contact list.
- Membership list to be created by Shana. Reviewing the criteria for Membership. Use the Google groups list to start. Shana will talk with Lisa K and Paula about people on that list: who to contact and who has aged out.

There was a question about access to information about the programs offered at our schools. We mentioned that our website has a link to the recording of Debbie Dixson's presentation which covers that information. There is also a short description Debbie wrote up awhile ago, but that may be out of date.

#### NEW MEMBERS EVENT

Try to hatch this for next Fall. Ann Marie could help Shana.

Next meeting TBD.

**Adjourned** 9:01pm and **submitted by** Paula Moyer, Secretary