

20 September, 2106

## Meeting Minutes

Meeting called to order at 6:05 pm by Denise Nicolosi

**Flag Salute and Roll Call:** In attendance – Denise Nicolosi, Colleen Cairns, Bob Driscoll, Rose Cairns

**Discussion:**

### Reports:

**Secretary:** Read meeting minutes from June 2016 (no approval needed as there was not a quorum at this meeting). Read and approved minutes from May 2016. C. Cairns/Nicolosi

**Treasurer:** Scholarships were given to the following West Deptford High School Students in the amount of \$500 each:

- Robert Brewer
- Jessica Linqvist
- John Barnett
- Autumn Roberts

A thank you note and a request confirming NCAA compliance was sent by Jessica Linqvist. Denise Nicolosi confirmed compliance.

Current budget balance is \$2120.

### Old Business:

Scholarship update given by Denise Nicolosi. See detail in treasurer's report.

### New Business:

- a. We discussed and decided that we will not be participating in the West Deptford Family Fun Day to hand out flyers for the Information Forum/Autism Walk.
- b. Information Forum – update
  - There are multiple events being held at Riverwinds in addition to the Autism Walk on the day of the forum. Denise Nicolosi has been in touch with Greg Black at Riverwinds to discuss alternatives for parking. Greg is working on setting up grass parking for the Information Forum vendors and committee members/volunteers.
  - Greg Black is checking on whether National Honor Society volunteers are available to assist with directing parking or other logistics at the event.
  - Denise Nicolosi will work with Riverwinds staff on set-up on Friday, October 7 after 6:00 pm.
  - Volunteers will be there at 9:00 am on Saturday, October 8 for set-up/parking assistance.

- In the past Kim Monsu has done registration paperwork for vendors, volunteer/vendor certificates and an information sheet for attendees (how did you hear about the event, e-mail address, are there topics you would like for future, etc.) Is Kim able to do same paperwork this year?
- Riverwinds will not be able to provide us with many tables. Denise Nicolosi is researching borrowing from local fire companies and will keep us posted.
- We will distribute a list at the forum for attendees with vendor contact information.
- Denise Nicolosi has small directional signs for the entrance to Riverwinds and outside of the forum. Rose Cairns will make several more signs for posting around the Autism walk area, she will also do a sign for the door entrance to Riverwinds from the walk.
- Bob Driscoll will be in charge of volunteers directing vendor parking (9-10 am).
- Bob Driscoll, Colleen Cairns and Rose Cairns will help distribute signs at 9:00 am.
- 30 vendors are confirmed, a few more are possible.
- Other advertising: Denise Nicolosi has arranged for additional advertising of the forum on the Riverwinds calendar, West Deptford Township Facebook page and West Deptford Township News and Notes e-mail newsletter. Rose Cairns will post forum information on the West Deptford Town Talk Facebook page.
- Following the meeting adjournment, the committee members present met with the members of the New Jersey Regional Family Support Planning Council #8 to discuss final logistics and volunteer activities for the Information Forum.

**Correspondence:**

Thank you note - Jessica Linqvist for the \$500 scholarship.

**Closing Statement/Public Comment:**

None

**Motion to Adjourn:**

6:35 pm Driscoll/Nicolosi

Respectfully submitted by Colleen Cairns