



Dear Parents and Littleton Community Members,

I would like to extend an invitation to any who wish to attend and are interested in learning more about the arts booster programs for the Littleton Public Schools, to attend the Fine Arts Boosters of Littleton (FABL) annual meeting. FABL is a 501(c)3 charitable organization focused on enhancing the arts programs within the Littleton Public School System, with groups currently providing active support for the Littleton Public Schools Drama and Music programs.

It seems hard to believe that FABL has just celebrated its third birthday, but The Fine Arts Boosters of Littleton (FABL) will be holding its third Annual Members Meeting on Monday, November 5<sup>th</sup> from 7:00-8:30 PM in the Littleton High School Library Seminar Room. This meeting is open to the public, and all parents with children involved in the Littleton Drama, Band or Choral programs are strongly encouraged to attend.

At this meeting, we will be covering the following main topics:

1. Board of Directors election:

We are seeking a minimum of two additional members to serve a 3-year term as members of the Board of Directors beginning in Dec 2018. Sitting on the FABL Board of Directors is not a significant time commitment. You will find a brief description of the responsibilities of Board Members on the next page.

Presently, we have 3 serving Board Members, along with two members of the Board who will reach the end of their term in December. Any FABL member who is the parent or guardian of a student at a Littleton public school who is participating in the Band, Choral or Drama programs may be nominated by any FABL member to have their names placed on the ballot.

2. Officer's Nomination:

All officer's serve a 1-year term in their position. We are seeking nominations for the following officers' positions. The current serving officer is indicated in parentheses for each position, and a brief description of the position can be found at the end of this.

- a. President (Steven Carelli)
- b. Secretary (Vacant, 2 years Steven Carelli by default)
- c. Treasurer (Jackie Farrell)
- d. Vice President – Drama (Brian O'Neill)
- e. Vice President – Music (Vacant)

3. Financial Review:

We will provide a review of our financial structure, a summary of our finances over the past year, and a statement of our current balance.



In the remaining pages of this letter, you will find additional detail about serving on the FABL board and the responsibilities of the various officers. If you have any questions, please reach out to me directly at: [stevec1265@yahoo.com](mailto:stevec1265@yahoo.com).

Thank you for taking time to read this letter, and for considering volunteering a portion of your valuable time to help support the arts programs in the Littleton Public Schools!

Steven Carelli  
President - FABL



First, let me give you an overview of the expected time commitment. Because our membership is very small, and our focus is on enhancing the arts programs, we have deliberately kept the time commitment for the FABL Board Members and Officers as limited as possible. The FABL Board and Officers meet approximately once every 2 months to review the financial situation across all FABL groups, and to discuss any additional business that may arise.

Maintaining an active group of Board Members and Officers is a requirement for maintaining our status as a 501(c)3 charitable organization. Please consider contributing a small portion of your time to keep this organization alive. Here is a brief overview of the responsibility of each of positions:

**Director** - member of the Board of Directors

Ultimately responsible for the corporation. Appoint the officers who actively run the Corporation, but also set the rules by which the Officers operate and can remove and replace Officers at the discretion of the Board of Directors. The Board can also alter the bylaws, charter, etc. as necessary. Board members are also the only ones generally authorized to sign checks, notes, receipts, etc. or appoint others who are authorized to do so.

The Board convenes after the annual meeting to appoint the Officers but are also expected to be active members of the Corporation and are responsible for any decision making.

A Director's term is generally for three years, with terms staggered such that there the number of Directors is never less than a quorum of the number of positions. No person may be in the position of Director for more than three years.

The members may elect Directors such that there are no less than three and no more than nine Directors. If at any time that the number directed by the Members is more than the current number, the existing Directors may appoint a successor for the remainder of the vacant term.

#### **Officer**

There may be any number of Officers as appointed by the Board of Directors. The Officers are responsible for the day-to-day operation of the Corporation. The appointment for an Officer is for roughly one year, until the next meeting of the Board of Directors after the Annual Meeting.

The positions include:

**President** - Responsible for and presides over the regular meetings, agenda, etc. and insure that rules as specified by the by-laws are followed. The President oversees all other Officers and insures that they are meeting their responsibilities. The President can also call for Special Meetings of the Board of Directors. The President is responsible for providing an accounting of the Corporation to the Directors, and to the Members at the



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Annual Meeting. If no Secretary or Treasurer position is appointed, those responsibilities also fall to the President.

**Secretary** - Responsible for the recording of minutes of all meetings of Officers, and also is ex-officio Secretary for the Board of Directors

**Treasurer** - Responsible for the accounting of the Corporation, ensuring of adherence to tax laws, etc.

**Division Vice President** - Representative to the Board for any Division of the Corporation. At the time of this writing, there is a Drama Division and a Music Division.

An officer may be a Director, or any other Member.

### **Member**

A member of FABL is anyone who attends at least the Annual Meeting and has an interest in the operation and goals of the Corporation. Members at the Annual Meeting elect new members of the Board of Directors when such positions are open. Members can also vote to remove a Director.

Members may also call for a Special Meeting where the Board of Directors must present an accounting and status of the Corporation.

### **Division Operations**

Each Division as created by the Corporation may have its own structure independent of the Officers. This may include its own President, Treasurer, etc. for the operation of the Division. Those positions report to the respective positions among the Corporation's Officers who act as liaisons between the Division and the Board of Directors. These positions are at the discretion of the Division and the Officer responsible for that Division.