

Monthly Board Meeting

September 28, 2015

The monthly meeting was held at the Northeast Independent Living Program center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:19 PM.

Attending: Rachael Chambers-Stanley, Andrew DeCarlo, James Patrick O'Donoghue, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Lisa Rajczyk, and Tom "Woody" Wood

MINUTES

A motion was made and voted on to accept the minutes of August 28, 2015 presented to the Board by Eva Rajczyk.

TREASURER'S REPORT

Previous Balance (as of 8/31 Bank Statement)	\$2437.10
Deposit	<u>\$ 400.00</u>
Total	\$2,837.10
Disbursements	-\$ 610.00
Total	\$2,227.10

A motion was made and voted on to accept the treasurer's report presented by Adam Rajczyk and file it for audit.

LEASE PROPOSAL – CLASS INC.

1. There was a discussion about whether or not the nonprofit headed by Darrell (Dee) Byas should be under the umbrella of Asperger Works.
 - a. It was agreed by the entire Board that at this time, we cannot act as an umbrella to another nonprofit because of liability insurance and related issues.
 - b. A motion was made and unanimously carried that Daniel should write to Dee (after the Fundraising Dinner) informing her of the Board's decision.
2. There was also a discussion about the space that was offered by Class Inc.
 - a. The Proposal for Lease of Space ([see attached document](#)) was reviewed and unanimously approved by the Board. It was also decided that the matter of space leasing is urgent and should be acted on as soon as possible.
 - b. A motion was made and unanimously carried that Daniel should contact Robin Ellington of Class Inc. (after the Fundraising Dinner) informing her of our decision to not share space with Dee's nonprofit and to make sure that space is still available to us.

BOARD MEMBERSHIP

There was a general discussion whether or not to accept Darrel (Dee) Byas' application for Board membership.

1. It was decided that it would be inappropriate to have her as a member since her nonprofit is working on similar issues (possibly including adults on the Spectrum).
2. Although everyone agreed that we should inform Dee of our decision, it was decided to wait until Daniel, with Eva's help, composes an e-mail (or possibly a letter) to Dee explaining our reasons. It was also agreed that

before such e-mail (or letter) is sent to Dee, a copy will be sent to all Board members for comment and additions or corrections.

3. It was also decided by unanimous vote to table the nomination of Sean Bardoo until after notifying Dee of our decision, since she recommended Sean to us.

FUNRAISING DINNER

1. All the preparations have been completed, including posters and the program book (thanks to Rachael).
2. 150 copies of the program book will be ready on Thursday
 - a. Printing by Onmi Digital Printers of Lawrence, MA
 - b. Total cost, including front and back in color – printed on special heavy paper, \$213.30.
3. Rachael reported that the DJ was not happy to be asked for use of his equipment for speeches and suggested that we pay him an extra \$55 instead of asking him how much he would charge. The Board agreed that this is what we will do.
4. Rachael wanted to know what song she should be singing at the dinner:
 - a. *Pennies from Heaven* – 5 votes
 - b. *Cheek to Cheek* – 2 votes
 - c. *Them There Eyes* – 0 votes
5. There was a discussion about how to fit into the program Nilka Alvarez-Rodriguez' Proclamation; and there was a confusion about its purpose since, through her, the Lawrence City Council had already issued a proclamation of recognition.
6. Rachael informed the Board that the special E-Blast about the Dinner is ready for publication.
7. Everyone agreed to be at the Elks between 4:00 and 4:30.

OTHER

Woody talked about a public forum to be held in Lowell during the week about under-employment and unemployment and felt that it was imperative that someone from Asperger Works attend. He decided to represent us and will report back to the Board about what went on.

The meeting adjourned at 8:50 PM.

DATES TO REMEMBER

Dinner of Hope – Friday, October 2, 2015 – Elks Lodge, 652 Andover Street, Lawrence (6:30 PM – 11:30 PM)

Monthly Meeting – Monday, October 19, 2015 – NILP, 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

Respectfully submitted to the Board,

Eva

Eva Rajczyk
Secretary

**PROPOSAL FOR LEASE OF OFFICE SPACE
IN LAWRENCE, MA 01843**

SUBMITTED BY: ASPERGER WORKS, INC.

190 Haverhill Street, #378

Methuen, MA 01844

1. **LOCATION:** The preferred location of this space is Class Inc. at One Parker Street, Lawrence, MA 01843-1540.
2. **MISSION:** Our organization is on a mission to provide diversity and inclusion services for individuals with Asperger's Syndrome (AS). We respect and protect opportunity and believe that diversity encompasses all the things that make us unique. We leverage the distinctive attributes, perspectives, and collective brilliance of all individuals to provide culturally competent services and supports to the people we serve. We assist adults with Autism Spectrum Disorder (ASD) by providing employment-related services and training in a caring and open environment. We provide support services and advice for both adults with AS and employers so that they can learn to work together and benefit each other.

We have chosen the City of Lawrence, Massachusetts to headquarter our organization so that we may more readily engage the Latino population.

3. **NON-PROFIT STATUS:** Asperger Works, Inc. is a 501(c)(3) non-profit charitable organization.
4. **LEASE TERMS:** Six (6) months to one (1) year term, thereafter with the option of renewal until terminated by lessee on 60 days' written notice.
5. **RENT:** A total fee of \$50.00 monthly paid by Asperger Works.

6. **LIABILITY:** Asperger Works, Inc. agrees to purchase small business insurance.
7. **OPERATING EXPENSES:** Landlord shall be responsible for providing all utilities and building services including maintenance, repairs, pest control, custodial services, and trash removal.
8. **PARKING:** We need some allotted parking spaces.
9. **REGULATORY AND ENVIRONMENTAL CONDITIONS:** Asperger Works, Inc. will be exempt from these areas. The landlord is responsible for building and premises and shall comply with all applicable laws, ordinances, codes, and ADA requirements. The landlord is required to warrant and represent that the building and premises are free of asbestos, other hazardous or toxic materials, EMF radiation, and mold.
10. **HOURS OF OPERATION:** The normal workday is Monday through Friday 9:00 AM to 5:00 PM with possible additional times – weekdays and weekends as needed.
11. **TELECOMMUNICATIONS ACCESS:** Tenants will be responsible for personal phone services. Internet options, including but not limited to local exchange, may possibly be provided by Class Inc.

Submitted by:

Daniel R. Rajczyk
Executive Director
Asperger Works, Inc.

Signature

Date