

## Monthly Board Meeting

January 18, 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:28 PM.

Attending: Sean Bardoo, Rachael Chambers, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Lisa Rajczyk

### MINUTES

A motion was made by Daniel Rajczyk and seconded by Adam Rajczyk to accept the minutes of December 21, 2015 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

### TREASURER'S REPORT

Previous Balance (as of 10/30 Bank Statement)	<b>\$3,921.18</b>
Deposit	<b>\$ 224.00</b>
Total	<b>\$4,145.18</b>
Disbursements	<b><u>-\$ 19.00</u></b>
<b>Total</b>	<b>\$4,126.18</b>

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A motion was made by Daniel Rajczyk and seconded by Eva Rajczyk to accept the treasurer's report as presented to the Board by Adam Rajczyk and file it for audit. The Board unanimously voted to accept.

### FUNDRAISING

1. Google Ads Grant
  - a. Rachael Chambers reviewed our history regarding the Google Ads Grant, including the letter Eva received from what turned out to be a sales person claiming that we "qualify" for receipt of the grant monies.
  - b. It was agreed that Eva Rajczyk would check on the application that we filed last year and get back to the Board; we may have to reapply.
2. United Way of Merrimack Valley was not even mentioned at this meeting but needs to be considered.
3. Sean Bardoo recommended that one of the best ways to raise revenue is to meet with heads of different organizations and sell our product (our organization); he has a list of organization CEOs, which he will share with AWorks

### BOARD GOVERNANCE AND DEVELOPMENT

1. Membership
  - a. Board members agreed that it is imperative that we attract more members to the Board

- b. Everyone agreed with Rachael Chambers that it is necessary to find potential Board members who fill talent gap
2. Advisory Board
    - a. Question was asked by Eva Rajczyk regarding setting up some formal organization of the Advisory Board – further research and discussion will be necessary regarding this matter.
    - b. The Board agreed that all Advisors should be mandated to attend our major fundraising event, the Dinner of Hope, which will be held on September 24th this year.

## **SUPPORT GROUP**

1. Daniel Rajczyk informed the Board that he created a MeetUp page for the support group
  - a. Limited membership (3 administrators and up to 50 participants) costs \$30.00 for the first 6 months.
  - b. Daniel will check into cost after initial period.
  - c. Board agreed that Daniel should be reimbursed.
2. Daniel asked the Board to provide a small budget for the Merrimack Valley Aspies to cover MeetUp fee and refreshments for meetings.
3. A motion was made by Sean Bardoo, seconded by Rachael Chambers, and unanimously approved by the Board to provide MVA an annual stipend of \$120.00 (\$20.00 @ month)
4. Sean Bardoo suggested that the best way to attract members is to target social service agencies that are likely to have Aspies as clients.
  - a. This is not the case with libraries, where the audience may not need support group services.
  - b. Sean will be sharing his list with us.
5. There was a discussion that in the future attendees should be charged a nominal fee.

## **CDBG FUNDING**

1. Eva Rajczyk reported on the progress of the CBDG Grant.
  - a. It has just gone through its fifth or sixth revision due to suggestions from Richard Rodriguez.
  - b. All necessary annual reports have been (or are in the process of being) filed with the appropriate federal and state agencies
    - 1) Annual report to Secretary of State was mailed on October 19, 2015 (was due November 1, 2015); updated Board membership list sent on January 8, 2016
    - 2) Form PC 2015 will be mailed to the Attorney General's office on January 19, 2016 by Adam who will get receipt from post office
    - 3) 990 E-postcard was submitted to the IRS on January 7, 2016
  - c. Plan of action
    - 1) Eva will send draft for review by the CBDG training team on Tuesday, January 19
    - 2) Upon receipt of critique, she will make necessary changes
    - 3) Andrew DeCarlo will review completed application and will clean it up

- 4) Eva will forward completed application, including all attachments, to Daniel Rajczyk and/or Lisa Rajczyk who will hand-deliver the package to the Community Development Department (hopefully on Friday)
2. At this point, the only thing missing is an organizational chart that Rachael Chambers will prepare and forward to Eva by no later than end of day Thursday, January 21.

#### **OTHER**

- 1.

A motion to adjourn was made by Eva Rajczyk and seconded by Daniel Rajczyk. The meeting formally adjourned at 9:33 PM.

#### **DATES TO REMEMBER**

**AWorks 5K Walk/Run Planning Meeting** – February 6, 2016 – 48 Marshland St. Haverhill (10:00 AM – 12:00 Noon)

**AWorks Support Group Meeting** – February 6, 2016 – NIPL, 20 Ballard Road, Lawrence (2:00 – 4:00 PM)

**Monthly Meeting** – Monday, February 15, 2016 – NILP, 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

**AWorks 5K Walk/Run** – Sunday, April 3, 2016 – details TBA

Respectfully submitted to the Board,

*Eva*

Eva Rajczyk  
Secretary