

Monthly Board Meeting

April 4 , 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:09 PM.

Attending: Sean Bardoo, Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Tom Wood; guest speaker Jessica Neilsen Calisi, Foster Sullivan Insurance Agency

MINUTES

A motion was made by Daniel Rajczyk and seconded by Tom Wood to accept the minutes of February 15, 2016 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

TREASURER'S REPORT

Previous Balance (as of 03/31 Bank Statement)	\$3,970.21
Deposit	\$1,170.00
Total	\$5,140.21
Disbursements	<u>-\$ 55.00</u>
Total	\$5,085.21

A motion was made by Eva Rajczyk and seconded by Daniel 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.

INSURANCE

Jessica Neilsen Calisi of Foster Sullivan Insurance Agency presented information regarding insurance that we need to have. Definitely we must have General Liability, including General Liability Aggregate, along with Business Personal Property, which would cost us \$938.00 @year.

- General Liability (no deductible)
 - Basically a personal and fire coverage
 - Covers an individual event up to \$1,000,000
 - Fire – if there is a fire in our office or where we have our meetings
 - Personal – if someone gets injured while on our premises (such as at NIPL when we are using the building for our meetings)
- General Liability Aggregate
 - Covers up to 3 incidents in a year
 - Covers us to \$3,000,000
- Business Personal Property
 - Covers such things as office supplies and data breach

- Digital – online, computer, database
 - Paper files
 - Recommended for us: \$5000 with \$1000 deductible
 - Includes
 - "Abuse and Molestation"
 - Hired/Non-owned Liability such as car accident
 - If someone from Asperger Works has an accident doing AWorks business, initial coverage by personal auto insurance
 - If other party decides to sue AWorks for more money, this insurance kicks in
- Directors and Officers Liability
 - Insurance covering directors and officers for claims made against them while serving on a board of directors and/or as an officer
 - Coverage is for \$1,000,000
 - Cost is \$857.00 (no deductible)
- Recommended coverage in the future
 - Workers Comp/Medical Coverage
 - Required by Massachusetts even if we have only one employee
 - Can set up "as needed" coverage if we have volunteers and subcontractors
 - Payment of insurance is up-front
 - At end of year, Insurance Co. audits organization to see how many employees we have (important to let agent know as soon as we add an employee)
 - If we have less employees than organization claimed, then we get refund
 - If we have more employees, then we get new charges that need to be paid in one lump sum immediately
 - If we only have volunteers and/or subcontractors, no problem
 - Fiduciary Liability – not needed until we can easily afford the cost (in other words, when our organization becomes big)
 - Workplace Violence – this is coverage that we may need to think about once we have clients
- Best carrier for us is Liberty Mutual
 - Biggest carrier for nonprofits and people oriented businesses (we qualify for both)
 - Premium payment
 - Lump sum
 - Monthly
 - 20% down
 - 10 monthly payments

Adam Rajczyk recommended that at this time we should consider the General Liability to start with. Jessica Calisi agreed that that is a good place to start and that we can add other coverage as we grow

and/or as our needs dictate. The Board agreed to postpone final decision until everyone had a chance to review the information.

MEMBERSHIP

Daniel and Eva Rajczyk reported that there are two potential members.

- One we already talked about before. He works for Enterprise Bank and indicates that he would like to see some activities that we are planning before he decides if he is the right fit for our organization
- The other is a CPA who specializes in non-profits. She would be ready to join our Board in June, when she will come off of another board.

The Board took a vote to accept Lisa Rajczyk's resignation. The motion to accept was made by Tom Wood and seconded by Sean Bardoo. Lisa's resignation was unanimously accepted by the Board.

The Board postponed question of Rachael Chambers' resignation until our next meeting, since Rachael was not present at this meeting.

PROJECT TIME-LINE

Rachael Chambers was to present time-line. This was postponed because of Rachael's absence.

TRAVEL REIMBURSEMENT POLICY

The Travel Reimbursement Policy, written by Adam Rajczyk, had been disseminated for review via e-mail. There was minimum discussion - basically to clarify that it should include amendment provided by Eva Rajczyk. Eva made a motion to accept the policy as written and amended. Daniel Rajczyk seconded the motion. The motion carried unanimously.

DINNER OF HOPE

There was some discussion concerning the specifics of the Dinner. Everyone agreed that the best venue for our needs and budget would be Maria's Galleria. The place holds up to 150 people. Daniel Rajczyk made a motion to hold the dinner at Maria's and Woody seconded the motion. The motion carried unanimously

- Eva Rajczyk will call Michael Middleton the Function Manager to finalize the date of October 22. Any further arrangements that need to be made before Adam and Eva Rajczyk return from vacation can be made by other Board members.
- Eva Rajczyk presented the Board with Dinner logo and "Save the Date" flyer, which was unanimously accepted.
- Sean Bardoo suggested that we should have a theme. Woody came up with "Thinking Outside the Box," which was unanimously adopted.
- Question: Who should be our keynote speaker?

- Suggestions included State Representative Brian Dempsey, U.S. Representative Niki Tsongas, U.S. Senator Elizabeth Warren
- Members decided to think about others who might bring in people
- Eva Rajczyk will send a copy of our letterhead to each member to use for invitation.
- Sean Bardoo suggested that we could have more than one speaker.
- Question: Who should be our honoree this year?
 - Sean Bardoo suggested that we should honor people who have done much for the community and/or AWorks; he also suggested that we should name the awards (permanent for future Dinners as well) after respected individuals – for instance, one award should be given in the name of last year's honoree and should be called the *Bryan Noble Award*.
- There was a discussion about what we should charge for the dinner.
 - Sean Bardoo said that the dollar amount should be determined by who our keynote speaker(s) and honoree(s) will be.
 - Everyone agreed that we should have an early-bird special from September 2 to October 7 and that we should accept ticket orders up to October 21. (Maria's requires ballpark figure a week in advance but can adjust even on the day of event.)
 - Walk-ins should be discouraged (especially if we can sell tickets before the event) by charging at least \$10 more per ticket.
 - Sean Bardoo mentioned that it would be a good idea to have VIP table(s) [we can charge a larger sum for the privilege of being seated at the table(s)]
 - Only honoree(s) would be able to come for free – all others need to pay.
- It was agreed that we should start having Dinner of Hope committee meetings starting as soon as possible (maybe at the beginning of May)
- Daniel Rajczyk reported that Daniel Hnatio has volunteered to be our photographer once more (donated)
- There was a unanimous agreement that Daniel should contact Magician Stephanie Beach to do her act for us once more (donated)

ST. PATRICK'S DAY PARADE AND 5K RUN & WALK REVIEW

- 5K Walk & Run cancelled
 - Lack of time for getting volunteers and everything in place
 - Major 5K in Andover for veterans, which would have limited number of attendees
- St. Patrick's Day Parade
 - Tom Wood reported on our participation, including decorating his car (which we should call in the future "The AWorks Mobile")
 - Tom also remarked about the fact that we were basically marching with members of NIPL – which accented the close cooperation between our organizations
 - Five Board members represented AWorks: Tom Wood; Adam Rajczyk, Lisa Rajczyk, Daniel Rajczyk, and Eva Rajczyk.

OTHER

1. Daniel Rajczyk mentioned that he will be meeting June Sauvageau of NILP to formalize our partnership; Sean Bardoo agreed to be present at the meeting as well.
2. It was agreed that our first Meet-&-Greet should be held on the first Thursday in June (6/02/2016)
 - a. This will give us time to plan out the event and to send out invitations, etc.
 - b. It will be held at El Taller in Lawrence.
 - c. The cost is about \$200 for food (only)
 - 1)Wendy Luzon (see report) suggested that we should solicit donations of \$25 or \$50 to pay for it and offered to donate \$50 as soon as we know the date. She said she would contact Mayor Rivera and someone else to do the same and that Eva Rajczyk should get in touch with Marcos Devers and ask him for a donation.
 - d. Daniel Rajczyk will be making the final arrangements with El Taller tomorrow (April 5, 2016)
3. Grants and Financial Participation by Board members
 - a. Lisa Rajczyk attended a grants-related class at NECC, Lawrence. She learned a lot that will help in her in researching grantors and grants.
 - b. One of the takeaways was that it is important to have 100% of the Board members contribute financially to the organization
 - 1)Grantors are hesitant to donate to an organization whose Board members are not financially vested in it.
 - 2)It was agreed by all present that monthly donations should range between \$1.00 (or \$12.00 @year) to \$25.00 (or \$300.00 @year)
 - 3)Everyone can afford something in that range.
4. Office Space
 - a. Daniel Rajczyk reported that he saw Robin Ellington of Class Inc. at an affair sponsored by Jericho Road.
 - 1)She was very surprised that we had not finalized plans for space rental
 - 2)She sent e-mail that Daniel forwarded to Board members indicating that things are back in motion
 - b. Daniel will try to set up an appointment to see the place again (preferably this month) so that all Board members can look at the space once more.
 - c. Eva Rajczyk will send everyone a copy of our proposal (the original was written by Sean Bardoo before he became a Board member)
5. Communication
 - a. Eva Rajczyk brought up the importance of everyone reading the materials being sent via e-mail – example: there was unanimous acceptance of January's minutes although there was a glaring mistake at the end; this indicates that people did not read them prior to February's meeting (nor at the meeting)
 - b. Eva also brought up that it is imperative that people respond to e-mail – even if by writing something like "Got it" or "Thank you" or some other short response. There is no other way, at the moment for us to know for sure if everyone received what was sent.

- c. Daniel Rajczyk indicated that there is a way for us to "chat" on line via something called Jabra(?). He said he would look into it further.
- d. Once more Andrew DeCarlo and Sean Bardoo were encouraged to start using the AWorks e-mail.

A motion to adjourn was made by Eva Rajczyk and seconded by Andrew DeCarlo. The meeting formally adjourned at 9:12 PM.

DATES TO REMEMBER

AWorks Support Group Meeting – May 7, 2016 – NIPL, 20 Ballard Road, Lawrence (2:00 – 4:00 PM)

Monthly Meeting – Monday, May 16, 2016 – NILP, 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

AWorks Meet-'n-Greet – Thursday, June 2, 2016 – El Taller, 275 Essex Street, Lawrence (Time – TBA)

Dinner of Hope – Saturday, October 22, 2016 – Maria's Galleria Banquet Room, 81-83 Essex Street, Haverhill (Time – TBA)

Respectfully submitted to the Board,

Eva

Eva Rajczyk
Secretary