

## Monthly Board Meeting

May 16, 2016

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: Sean Bardoo, Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Richard Rodriguez, and guest Lisa Rajczyk

### MINUTES

A motion was made by Daniel Rajczyk and seconded by Andrew DeCarlo to accept the minutes of April 4, 2016 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

### TREASURER'S REPORT

Previous Balance (as of 04/29 Bank Statement)	<b>\$5,085.21</b>
Deposit	<b>\$ 175.00</b>
Total	<b>\$5,260.21</b>
Disbursements	<b><u>-\$ 19.00</u></b>
<b>Total</b>	<b>\$5,241.21</b>

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A motion was made by Andrew DeCarlo 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.

### BOARD MEMBERSHIP

- Daniel Rajczyk reported that we have no new members or applicants to the Board
- Rachael J. Chambers resigned her membership on the Board of Directors because she will be moving out-of-state.
  - The Board voted unanimously to accept her resignation.
  - It was agreed that we should buy something for her to show our appreciation for all her hard work on behalf of Asperger Works.
    - It was agreed that we should buy something that can be engraved at Things Remembered at the Rockingham Mall.
    - Adam and Eva Rajczyk volunteered to purchase the item.
  - A motion was made by Daniel Rajczyk to spend between \$25 and \$50 on gift item. Andrew DeCarlo seconded the motion; and the Board was unanimous in its approval.

## DINNER OF HOPE

There was a lengthy discussion about our yearly fundraiser, Dinner of Hope. Eva Rajczyk presented the Board with a planning worksheet, to which she will add items discussed and which she will forward to Board and Advisory members. She also distributed a proposed template for our sponsorship packet based on one she received from CLASS Inc.

1. The Dinner will be held at the Galleria Banquette Room (at Maria's) in Haverhill.
  - a. Time: 7:00 PM – 11:00 PM, with registration and cocktails from 6:30.
2. Keynote speaker/speakers – it was agreed to invite the following:
  - a. State Representative Brian Dempsey (D – Haverhill)
  - b. U.S. Representative Nikki Tsongas (D – MA)
  - c. Those present may suggest others.
3. Sean Bardoo was appointed by those present to be our contact person for the Dinner as he has run fundraising dinners himself in the past.
  - a. Daniel Rajczyk will establish an extension on our phone system for Sean
  - b. Sean's contact e-mail will be [sbardoo@aspergerworks.org](mailto:sbardoo@aspergerworks.org)
4. At the suggestion of Richard Rodriguez, the name of the Dinner will be changed to the "2nd Annual Dinner of Hope."
5. The Web address for the Dinner will be [www.aspergerworks.org/dinner-of-hope-2016/](http://www.aspergerworks.org/dinner-of-hope-2016/).
6. We will have further discussion about Sponsorship levels, VIP tables, and event program book ads.
  - a. It was suggested by Richard Rodriguez (and agreed to by all present) that we should generate a list of all local politicians (Lawrence, Haverhill, Methuen, Andover, No. Andover, and Lowell)
    - i. We agreed to send announcements to them about the Dinner urging them to place ads in our program book
    - ii. We should be able to get all contact information from the city clerks' offices.
7. Everyone will provide input regarding perks for the different levels of sponsorship.
  - a. Pre-event visibility
  - b. Event visibility and tickets
  - c. Post-event visibility and acknowledgement
8. It was agreed that we would be giving out 3 awards this year.
  - a. **The Bryan Noble Award** – this year this will go to State Senator Barbara L'Italien
    - i. Working description: "This award goes to an individual who has been an advocate on behalf of the disabled community."
    - ii. Description is to be worked on by the Dinner Committee.
  - b. **The AWorks Award**
    - i. Working description: "This award goes to an individual who has been advocating for improvements in the lives of people with disabilities, especially those with Asperger's Syndrome."
  - c. (No name of description yet) – this year this will go to Northeast Independent Living Program (NILP)

- d. Dinner Committee will be tasked with deciding what to give for award: certificate, etc.
- 9. Ticket prices
  - a. Both Andrew DeCarlo and Sean Bardoo proposed to do away with multiple ticket prices.
  - b. It was suggested that
    - i. Single ticket price = \$55.00
    - ii. Couple price = \$105.00
    - iii. ABSOLUTELY NO TICKETS AT THE DOOR
  - c. Daniel Rajczyk made a motion to accept the above; Sean Bardoo seconded the motion, and the Board voted unanimously to accept.
- 10. Lisa Rajczyk was charged with starting to recruit volunteers to work on the event.
- 11. It was agreed that we should start having Dinner Committee meetings to which all Board and Advisory members as well as volunteers are invited.
  - a. First meeting: June 25 @ the Rajczyk home
    - i. Working luncheon
    - ii. 11:30 AM – 2:00 PM

## **BOARD RESIGNATION POLICY**

Eva Rajczyk reported that our Bylaws don't have any provisions to deal with Board member resignation. The following was proposed (language to be ironed out by members with oversight from our legal experts, Sean Bardoo and Richard Rodriguez.

- 1. Resignation steps
  - a. Resignation must be in writing (E-mail or letter) addressed to Board secretary, president, or both
  - b. Must contain reason for resignation
  - c. Board has to vote to accept resignation
  - d. All access to e-mail, internal correspondence, etc. will be closed immediately
- 2. Leave of Absence - in case of illness or personal issues
  - a. Duration 6 months, renewable for another 6 months,
  - b. Termination after 1 year.
- 3. Process for returning to Board
  - a. Must submit reason for wanting to return to Board in writing, including
    - i. Reason for return
    - ii. Problem that forced resignation has been resolved
  - b. Board votes on whether or not to accept returning candidate

## **OTHER**

- 1. AHEPA Greek-American Golf Tourney
  - a. It was agreed by all present that we should donate to this organization's fundraiser in-as-much as they gave us a \$1,200 grant last year.
  - b. Amount: \$100.00

- c. A motion was made by Eva Rajczyk to make the \$100 donation. It was seconded by Adam Rajczyk and accepted unanimously by the Board.
2. CLASS Inc ad
  - a. Eva Rajczyk informed those present that CLASS Inc offered to put a free business-card-sized ad (\$125 value) into their 40th Anniversary event booklet.
  - b. Daniel Rajczyk made a motion to approve the ad created by Eva Rajczyk to be sent to CLASS. Richard Rodriguez seconded the motion, and the motion carried unanimously.
3. The Board voted unanimously to have Eva Rajczyk forward all e-blasts from the Greater Haverhill Chamber of Commerce of coming events to all Board and Advisory members.
4. Meet-and-Greet
  - a. Sean Bardoo and Daniel Rajczyk will make arrangements for event to be held (preferably no later than) in the middle of June
  - b. Eva Rajczyk will publicize it through GHCC; we should also do the same through the MVCC.
5. Eva Rajczyk informed those present that there is an organization, Lawyers Clearinghouse ([www.lawyersclearinghouse.org](http://www.lawyersclearinghouse.org)) that does pro-bono work for nonprofits. It's representative, Machiko Sano Hewitt, would be happy to review our Bylaws, etc. She indicated that the legal experts on our Board (Sean Bardoo and Richard Rodriguez) can advise us on legal issues, they cannot represent us if we would need legal representation due to conflict of interest.
6. Eva Rajczyk will send everyone a copy of tonight's revised agenda, which she forgot to attach to the e-mail.
7. Sean Bardoo, Andrew DeCarlo, and Eva Rajczyk will get together to tweak the Website so it will be more phone-friendly (time and place TBA).

A motion to adjourn was made by Andrew DeCarlo and seconded by Daniel Rajczyk. The meeting formally adjourned at 9:08 PM.

#### **DATES TO REMEMBER**

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

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

**Dinner Committee Meeting** – Saturday, June 25, 2016 – Rajczyk Residence, Haverhill (11:30 AM – 2:00 PM)

**AWorks Meet-'n-Greet** – (TBA)

**Dinner of Hope** – Saturday, October 22, 2016 – Maria's Galleria Banquet Room, 81-83 Essex Street, Haverhill (Time – 7:00 – 11:00 PM)

Minutes respectfully submitted to the Board,

*Eva*

Eva Rajczyk  
Secretary