

Monthly Board Meeting

July 18, 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:12 PM.

Attending: Sean Bardoo, Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Thomas Wood

MINUTES

A motion was made by Tom Wood and seconded by Andrew DeCarlo to accept the minutes of July 30, 2016, with correction (date from June 30 to July 30), as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

TREASURER'S REPORT

Previous Balance (as of 06/30 Bank Statement)	\$ 5,036.61
Deposit	\$ 200.00
Total	\$ 5,236.61
Disbursements	-\$ 493.07
Total	\$ 4,743.54

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.

DINNER OF HOPE MEETING

It was decided that the next meeting will be held on August 28 (1:00 PM – 4:00 PM) at the Rajczyk home. Sunday dinner will be followed by the meeting.

MERRIMACK VALLEY ASPIES

It was decided by Tom Wood, Andrew DeCarlo, and Douglas Perry to change the name of the Merrimack Valley Aspies to Watercooler Live!

- It was felt that having the words "Merrimack Valley" in the name was too limiting – interested parties may think that it was meant only for Aspies from the Merrimack Valley area.
- Daniel Rajczyk or Doug Perry will change the name of the Meet-Up page to reflect the name-change.

SCORE

Eva Rajczyk reported about the meeting she and Daniel Rajczyk had with Sumner Misenheimer of SCORE who is our mentor and who would like to be one of our Advisors, serving as Operations and Organization Specialist.

- The next planned meeting will be on September 27, 2016.

OFFICE SPACE

1. Adam Rajczyk reported that the office space donated by NILP is set up and has been operational since August 1, 2016.
2. NILP not only donated the space but also attached us to their Wi-Fi network and has established a phone extension. They also supplied us with a phone. The phone number is 978-687-4288, Ext. 401.
3. Tom Wood volunteered to man it Mondays from 12:00 noon through 5:00 PM.

INSURANCE

1. Daniel Rajczyk reported that we purchased a General and Directors and Staff Liability Insurance from the Philadelphia Insurance Company.
2. As soon as we have an intern and volunteers, we need to also buy Workman's Comp., which is not at all expensive.

COMMERCIAL SECURITIES AGREEMENT - LOAN

Adam Rajczyk reported that, at the suggestion of Marion Donahue, VP with Pentucket Bank, we should apply for a loan for \$10,000. This will be very helpful once we hire a job coach since the CDBG program won't kick in until after we have paid out the person's salary.

PRESS RELEASE

It was agreed that Andrew DeCarlo will come up with talking points for a press release regarding our obtaining office space and send it to Eva Rajczyk. Once the press release is reviewed by all Board and Advisory members, it will be disseminated to various newspapers, etc.

JOB COACH POSITION

- The following changes were made in the position description:
 - There should be no certificate requirement
 - Change wording to AS/BA preferred
 - Add Bi-lingual helpful
- Daniel Rajczyk made a motion to accept the changes. It was seconded by Adam Rajczyk. The motion carried unanimously.
- It was agreed that we should form an interview committee.
- We agreed that we will market the job in LinkedIn, Craig's List, Monster, Facebook, on our Website, etc. It was also agreed that we would put up flyers in area colleges advertising the job.

- Andrew DeCarlo volunteered to come up with some challenging screening questions to be given to candidate at time of interview

MEET AND GREET

Daniel Rajczyk reported that he had made arrangements with the Coffee Can Cafe on Merrimack Street to hold the 1st Meet & Greet there.

- It will be held on September 21 – 8:30 AM to 10:30 AM
- Place is for free
- Cost is \$100 for donuts, bagels, and coffee/tea
- We must RSVP by 12 noon on 9/16

The motion was made by Eva Rajczyk to hold the Meet & Greet at the Coffee Can Cafe as described above. It was seconded by Tom Wood. The motion carried unanimously.

OTHER

- Members were alerted to a number of visibility events coming up:
 - GLCAC Resource Fair – Wednesday, August 15
 - Merrifest – Saturday, August 27
 - Bread & Roses Festival – Monday (Labor Day), September 5
- Daniel Rajczyk brought up the topic of the Nonprofit Alliance of Greater Lowell. He feels that it would be beneficial for us to become members
 - Cost of membership is \$50 @ year from January 1 through December 31
 - It would cost us \$18 from September 1 through December 31

A motion was made by Daniel Rajczyk to have AWorks become members of the Alliance. It was seconded by Andrew DeCarlo. The motion carried unanimously.

- It was decided to offer our services to everyone ages 16 and up. This will allow us to go into schools to talk to guidance counselors, special education teachers, and students about our organization and what we have to offer.

Daniel Rajczyk made a motion to adjourn and it was seconded by Sean Bardoo. The meeting formally adjourned at 9:03 PM.

DATES TO REMEMBER

GLCAC Resource Fair – Wednesday, August 15 – Campagnone Common, Lawrence (1:00 – 4:00 PM)

MRWC Merrifest–Saturday, August 27–Greater Lawrence Community Boathouse, Lawrence (11:00 AM–3:00 PM)

Dinner Committee Meeting–Sunday, August 28, 2016–Rajczyk Residence, Haverhill (1:00–4:00 PM)

AWorks Support Group Meeting–Saturday, September 3, 2016–NIPL, 20 Ballard Road, Lawrence (2:00 – 4:00 PM)

Bread & Roses Festival – Monday, September 5, 2016 – Campagnone Common, Lawrence (11:00 AM-4:00 PM)

Monthly Meeting – Monday, September 19, 2016 – 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

AWorks Meet-and-Greet – Wednesday, September 21, 2016 – Coffee Can Cafe, Lawrence (8:30-10:30 AM)

Dinner of Hope – Saturday, October 22, 2016 – Maria's Galleria Banquet Room, 81-83 Essex Street, Haverhill
(Cocktails 6:00 PM – 7:00 PM; Dinner 7:00 PM – 11:00 PM)

Minutes respectfully submitted to the Board by,

Eva

M. Eva Rajczyk
Board Secretary