

Monthly Board Meeting

November 21, 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:11 PM.

Attending: Andrew DeCarlo, Marion Donahue, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Thomas Wood

MINUTES

A motion was made by Andrew DeCarlo and seconded by Thomas Wood to accept the minutes of September 19, 2016, with correction (date from September 19 as date of previous minutes to August 18), as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

TREASURER'S REPORT

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|--|---------------------|
| Previous Balance (as of 08/31 Georgetown Bank) | \$ 191.76 |
| Deposit | \$ 111.00 |
| Total | \$ 302.76 |
| Disbursements | <u>-\$ 95.78</u> |
| Total | \$ 206.98 |
| | |
| Previous Balance (as of 10/31 Pentucket Bank) | \$ 2,295.56 |
| Deposit | \$ 3,433.86 |
| Total | \$ 5,729.42 |
| Disbursement | <u>-\$ 2,247.51</u> |
| Total | \$ 3,481.91 |
| | |
| TOTAL (in both accounts) | \$ 3,688.89 |

A motion was made by Daniel Rajczyk and seconded by Andrew DeCarlo 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.

MEMBERSHIP

Daniel Rajczyk formally introduced our new Advisory Board member, Marion Donahue. Marion is the Assistant Vice President and Senior Branch Manager at the North Andover Branch of Pentucket Bank.

FUNDRAISER UPDATE

- This year's fundraiser raised \$3,946.00. Our total expenses were \$1,794.33 giving us a \$2,151.67 profit.
- We only received sponsorship from the Pentucket Bank due to Marion Donahue. This emphasizes the fact that we must start recruiting sponsors possibly as early as January, 2017.
- Donations towards door prizes and raffle were made by the following:
 - Artist Joyce Angela Jellison, who donated two paintings
 - Marion Donahue, who donated a wonderful wine basket

- The Rajczyks, who donated two wine baskets.
- The registration table was very ably manned by our Intern, Sahar Alhamdan, and her sister Sama Alhamdan.

JOB COACH POSITION

Daniel Rajczyk reported that we hired our first job coach, Mrs. Judith Hinkle, who is very capable. She is a contract job coach working 15 hours a week for \$20.00 an hour and started on November 14, 2016.

RICHARD RODRIGUEZ

Advisory Board member Richard Rodriguez has been appointed to the Massachusetts Commission Against Discrimination Advisory Board. We all agreed that it was indeed a well-deserved honor.

OTHER

- Once more we discussed the need to have the office manned on a regular schedule:
 - Mondays and Tuesdays – Lisa and Eva Rajczyk on a rotating schedule (time to be determined)
 - Wednesdays – Daniel Rajczyk (9-12 and 1-5)
 - Thursdays – Adam Rajczyk (9-12)
 - Fridays – Daniel Rajczyk and Andrew DeCarlo on a rotating schedule (9-12 and 1-5)
- Eva Rajczyk reported that she is getting to learn about Google AdWords and we are starting to see some results. Former Board member Rachael Chambers was able to establish our nonprofit status and we can use AdWords without any charge.
- Eva Rajczyk reported that it would be worth our while to promote our Facebook site through Facebook ads. A motion was made by Daniel Rajczyk and seconded by Marion Donahue and Thomas Wood to an ad for 7 days at \$5.00 a day when needed. The Board voted unanimously to accept.
- Eva Rajczyk suggested that we should use Constant Contact to update people on our contact list about things happening at AWorks. Because we are a nonprofit, it would cost us \$168 for the year (which comes out to \$14.00 a month). Daniel Rajczyk made a motion to go ahead with using Constant Contact. It was seconded by Tom Wood and Marion Donahue. The Board voted unanimously to accept.
- Once again Daniel Rajczyk brought up the CIVI CRM software that he recommended before for our use to communicate within the organization without the need for emails. The program provides
 - Database and
 - Hosting of Giving Back Program, which may be donated
 - Daniel will do more research and report back to the Board.
- Tom Wood talked about the Boston Center for Independent Living and advised that we get involved with them. We will look into how to go about doing this.
- Andrew DeCarlo volunteered to do grant writing once we have identified some grants to apply for (such as New Balance)
- Tom Wood reported on the status of Watercooler Live!, our support group. Although there are a number of individuals signed up on our online MeetUp page, the attendance is very low. This month only Daniel Rajczyk and Tom Wood attended. It was determined that part of the problem is definitely the lack of advertising. Nothing was decided as to how to improve the situation at this time.

Eva Rajczyk made a motion to adjourn and it was seconded by Daniel Rajczyk. The meeting formally adjourned at 8:30 PM.

DATES TO REMEMBER

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

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

Minutes respectfully submitted to the Board by,

Eva

M. Eva Rajczyk

Board Secretary