

Monthly Board Meeting

August 21, 2017

The monthly meeting was held at 60 Island Street, Lawrence, MA 01840 and began at 6:39 PM.

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

MINUTES

A motion was made by Andrew DeCarlo and seconded by Tom Wood to accept the consent agenda of June 17, 2017 as presented to the Board by Daniel Rajczyk. The Board unanimously voted to accept.

TREASURER'S REPORT

Previous Balance (as of 05/31)	\$ 2,454.60
Deposit	\$ 00.00
Total	\$ 2,454.60
Disbursements	<u>- \$ 90.28</u>
Total	\$ 2,364.32

EXECUTIVE DIRECTOR'S REPORT

Daniel Rajczyk reported that there was nothing noteworthy to report except for the obvious: our new home at 60 Island Street.

EMPLOYMENT TEAM REPORT

- There was a discussion, led by Andrew DeCarlo, about what we should do to prevent another John Moss episode regarding employment training. The discussion was based on Andrew's suggestion that we should charge for our services with the promise of returning said-fee once the applicant completes five (5) sessions with the team.
- Also discussed was what to do with the funds if the client does not complete the required number of sessions. It was suggested by Eric Janowski that the client should sign a waiver indicating that if he/she does not complete the requirement, the funds collected will be considered as a donation to the organization.
- Eric Janowski will draw up the waiver and disseminate it to the Employment Team ASAP.
- A motion was made by Eva Rajczyk and seconded by Adam Rajczyk to charge a fee (to be determined) to each client at the start of counseling to be returned to the client after he/she completes five (5) training sessions with the client required to sign a waiver. The motion passed unanimously.
- Our third client is Mitchell Barney from Nashua, NH, whom Tom Wood will see on Sunday, August 27. He will find out what the situation is with Mr. Barney and when he will be available for some coaching, etc.

SUPPORT GROUP

Tom Wood reported that the first Annual Potluck Picnic held on August 12th was not as well-attended as hoped; however, there are plans for another social event on September 30th. Tom will forward all information to Eva Rajczyk ASAP so that she could advertise it on social media: Facebook, Twitter, Google Plus and on our Watercooler site.

For the time being, monthly meetings will be suspended.

INTERNSHIP/VOLUNTEERS

Eva Rajczyk reported that three international students volunteered for Asperger Works during the months of July and August. In July, a young woman from China and a young man from England worked on compiling a list of employers friendly towards disabled individuals and on looking at other nonprofit Websites with the goal of seeing how we could become more successful in soliciting funds. Our volunteer from China in August edited some videos previously shot by others and also put together a video of our participation in the GLCAC Community Resource Fair on August 16.

QUARTERLY NEWSLETTER

Eva Rajczyk reported that she decided not to call our newsletter a quarterly, just "AWorks Newsletter." This will allow us to disseminate a newsletter whenever we have important information to convey without having to wait three months.

FUNDRAISING AND BOARD INVOLVEMENT

- Daniel Rajczyk commented that while recuperating from surgery, he observed that the majority preparation for our appearance at GLCAC fell on Eva Rajczyk. He acknowledged that most people on the Board are employed and thus cannot participate in an event if it is held on a weekday. However, he felt that others could and should prepare the needed material. Additionally, he expressed disappointment that no one stepped up to the place when it came to the Bread and Roses event on September 4, Labor Day. Adam and Eva Rajczyk will be away at that time and Daniel Rajczyk and Tom Wood could not handle the whole thing on their own. Eva emailed the Board with a deadline for registration but there was no response from members. Therefore, we will not be present at the event this year.
- We talked the need to attend as many of the community functions as possible. Unfortunately, many cost too much for us to attend. Members felt that each of us should be able to contribute a sum of money towards such functions so that we could be present in the future. Daniel Rajczyk made a motion, which was seconded by Eva Rajczyk, that all Board members should pitch in what they can to help defray the cost of participation in community events if the registration fee is greater than \$25.00. The motion carried unanimously.
- We also discussed the importance of Board members to fulfill one of the main obligations of a Board: that of bringing in funds. Marion Donahue, who is heading up the Fundraising Committee, will be in touch with members regarding scheduling of first meeting and Eva Rajczyk will share the annual appeal letter she put together with the help of an Enterprise Bank seminar presenter.

- Eva Rajczyk reported that she had arranged the venue for the Dinner of Hope at 60 Island Street, Lawrence. It seems that one of the perks of renting in the building is the use of the facilities. Tables and chairs will be provided for our use. We will need to do the setup and the breakdown at the end of the event.
 - We will need to find a caterer
 - Contact Andover Liquors, Inc. (highly recommended) They would take care of the one-day liquor license, etc.
 - We need to find a DJ or a band.
 - All of us should begin actively look for and recruit sponsors and donors.

We need to begin planning now, so that we will not be in a panic as the date of the event approaches. All of us must actively look for sponsors and donors.

OTHER

- Adam Rajczyk brought up the need to renew our insurance policy. There was a heated discussion about just how much and what kind of insurance we really need at this time. There was a question about the need for General Liability and what it actually is. Everyone agreed that we do need Directors and Officers Liability. There was a discussion about the amount that we would need. A motion was made by Daniel Rajczyk to apply for a \$1,000,000 Directors and Officers Liability Insurance. Andrew DeCarlo seconded the motion. The motion carried 6 to 1, with Adam Rajczyk voting against the sum of \$1,000,000 in favor of \$500,000.
- Eric Janowski talked a bit about the Form 990-EZ, which we need to file if we want to change our fiscal year from January 1 – December 31 to July 1 – June 30. We have been advised that this change would be beneficial to us when applying for grants. Eric will be taking care of this.
- Since Adam and Eva Rajczyk will be out of the country at the time of our next scheduled meeting, the question was raised whether or not to postpone the meeting to the following week. Everyone felt that the meeting should be held as scheduled. Marion Donahue volunteered to take minutes.

Daniel Rajczyk made a motion to adjourn the meeting. It was seconded by Andrew DeCarlo and was unanimously approved by the Board. The meeting formally adjourned at 8:14 PM.

DATES TO REMEMBER

Monthly Meeting – Monday, September 18, 2017 – 60 Island Street, Lawrence, MA (6:30 PM – 8:30 PM)

Support Group Outing – Saturday, September 30, 2017 – Place and other details TBA

Fundraising Committee Meeting – 60 Island Street, Lawrence, MA (date & time TBA)

Minutes respectfully submitted to the Board by

Eva

M. Eva Rajczyk
Board Secretary