

# Asperger Works

*Putting autism to work*

## Board Meeting

June 22, 2014

2:00 PM - 4:00 PM

## Minutes

1. Meeting was called to order around 2:30 PM. Daniel made some introductory remarks, including an update of our 501(c)3 application
  - a. Application has been submitted to the IRS
  - b. Notification from IRS that application has been received - if accepted as is, we will hear within 90 days; if anything is missing or if something needs to be changed, we will hear in 180 days
2. We discussed the need for every member of Board to indicate the amount of time he/she can contribute on behalf of AWorks. Question arose regarding what would happen if Doug would find a permanent job – (*Doug assured Board that he would devote a minimum of 15 hours to AWorks, no matter what.*)
3. Next the issue of Board development was discussed.
  - a. Member search
    - 1) On the Internet via Board recruitment site, **Board Prospect** (<https://www.boardprospects.com>)
      - a) Free
      - b) Put ad for what you're looking for in a Board member
      - c) E-mail
    - 2) **Idealist.org** (<http://www.idealist.org>)
      - a) Post job and volunteer opportunities

b) E-mail

3) Word-of-mouth

4) Ad on AWorks Website

b. Important to have Board members on the Spectrum. We also need at least one accountant, one lawyer, and someone who is bilingual

#### 4. Fundraising

a. Grants - there are some grants for which we do not need 501(c)3

b. Donations

1) Online

2) Letters

3) Social media

c. Radio show interview

d. Interview with Tom Duggan of the Valley Patriot (<http://valleypatriot.com>)

e. Speaker series

1) John Elder Robertson

2) Bill Gates (?)

3) Adam to develop list of potential speakers with contact info

4) Potential speakers to be approached with letter of introduction and video

#### 5. Marketing

a. YouTube (<https://www.youtube.com>) video ad -- to be worked on by Lisa and Doug

b. Radio show

c. Prepare video (documentary - follow Dani and/or Doug as they go through job- search process

d. T-shirts with AWorks logo, etc.

e. Chambers of Commerce need to be contacted

## 6. Staffing

- a. Job developer
- b. Intake and volunteer coordinator
- c. Job coach
- d. Employment specialist
- e. Volunteer Web developer (knowledge of WordPress a must)
- f. Grant writer - possible internship through
  - 1) Brandeis
  - 2) Bentley

7. Board Calendar - through Google Apps - now every member has account

8. Reviewed and revised Mission Statement, AWorks Vision, and Strategy

## 9. Other

- a. Need for bank account -- Dani looked into 3
  - 1) Salem Five - most nonprofit oriented
  - 2) Enterprise
  - 3) Merrimack Valley - most number of free transactions
- b. All communication regarding AWorks is to be through Google Apps

10. Next meeting: July 20, 2014 -- 2:00 - 4:00 PM