



## Monthly Board Meeting

August 17, 2014

The monthly meeting was held 48 Marshland Street, Haverhill MA and began at 2:04.

Attending: Daniel Rajczyk, Adam Rajczyk, Lisa Rajczyk, and Eva Rajczyk

### MINUTES

A motion was made and voted on to accept the minutes of July 20, 2014 as presented to the Board by Eva Rajczyk

### EXECUTIVE DIRECTOR'S REPORT

ED Daniel Rajczyk reported that AWorks' application for 501(c)(3) non-profit status was approved on July 17, 2014. It appears that AWorks is still not in the IRS database of non-profits since the approval came after the last update. Eva Rajczyk was charged with researching how often IRS updates its database.

Prospective Board member, Attorney David Rouille, withdrew his application a few hours prior to Board Member meeting.

### BOARD DEVELOPMENT

It was agreed by the Board that we will pursue our Board Member search through various avenues:

- [Idealist.org](http://Idealist.org) – requires 501(c)(3) approval letter from IRS
- Lisa Rajczyk reported that she contacted a number of people
  - Donahue – too busy right now, but is interested in joining at a later time; Lisa asked him to check to see if his daughter might want to join
  - Vicky Devers – no response
  - Martha Rentas – no response
- Eva Rajczyk reported that
  - Angelica "Toni" Acevedo – cannot join right now, but may do so at a later time
  - Tim Coco – no response

## **MARKETING**

- Daniel Rajczyk and Lisa Rajczyk are working on a PSA (Public Service Announcement) to be played on local (Lawrence) TV – possibly transitioning to YouTube – needs to be completed by the end of the 1st week of September as part of certification process with Lawrence Community TV
- Chambers of Commerce to be contacted by next meeting
  - Eva Rajczyk – Merrimack Valley Chamber
  - Lisa Rajczyk – Latino Chamber of Lawrence
  - Adam Rajczyk – Haverhill Chamber
  - Daniel Rajczyk – Lowell Chamber

## **STAFFING**

Lisa Rajczyk and Eva Rajczyk reported on the progress of their research into job descriptions. It was decided that all the information will be consolidated by the next meeting and disseminated for other members to look at. It is hoped that the Board as a whole will work on reducing size of descriptions, etc. in order to place ads (at least for volunteers at this time) online. Lisa Rajczyk reiterated the need to ensure that we target bilingual individuals as potential staff. Work on staffing definitions may be done through a working meeting.

## **BOARD CALENDAR**

It has been decided that ASANA may not be the Board's choice for sharing Board Calendar and other Board-related materials. Daniel Rajczyk offered to research a potentially easier online software for Board use. For the time being, we will be using Google Calendar and E-mail to share calendar events and information

## **BANKING**

- After reviewing a number of banks, Acting Treasurer Adam Rajczyk and ED Daniel Rajczyk visited Georgetown Bank (Georgetown, MA) and opened an account for AWorks. Presently, we can only make deposits. Once we have enough funds, they will order some checks (expensive - \$60-\$100) and will initiate capacity for electronic payment (\$15 @month fee). Bank officer advised that we should not get any debit cards for lack of insurance against fraud. Board decided to acquire credit card when time comes.

## **FUNDRAISING**

It was decided that beside accepting donations directly through our Website and social media, we should look into other avenues for funding our organization:

- Adam Rajczyk will check out donations via E-Bay
- Eva Rajczyk will check out donations via Amazon non-profit
- Interviews / Media

- Daniel Rajczyk will contact Mr. Bergeron of the Valley Patriot to write an article and possible online interview – he will also invite Mr. Bergeron to become a Board member.

## OTHER

- We can now begin to solicit donations
  - Card scanner?
  - Online donations / payment processor – PayPal needs to be set up
  - Foursquare for mobile donations – should look into it
  - Daniel Rajczyk reported that he had contact with T-Mobile representative
    - Possible to get plan for government rate of \$15 @month – no personal use – unlimited voice / text and 1 GB data
- Lisa Rajczyk indicated that she may need a tablet/laptop for work on social media sites on-the-go; she also suggested that later down the line, AWorks may want to invest in Sony Vegas Pro for video editing
- Eva Rajczyk again addressed the issue of Doug Perry's continued control over AWorks' Website nine days after his resignation became effective. She would like to start working on the site in earnest. At present, there is no site for people to go on although all of our literature indicates that we have one. It was agreed that Daniel Rajczyk needed to write an e-mail to Mr. Perry to thank him for his valuable work and to release his control over the Website.
- Doug Perry – it was agreed that the Board will purchase a nice thank-you gift for all the work he had done and that all his AWorks accounts need to be removed.

Next meeting: September 28, 2014 at 48 Marshland Street, Haverhill – new Board applicants will be welcome to attend

The meeting adjourned at 3:30 PM.

Respectfully submitted,

Eva Rajczyk  
Secretary