



## Monthly Board Meeting

November 15, 2014

The monthly meeting was held at the Haverhill Public Library, 99 Mains Street, in the Milhendler Room and began at 12:15.

Attending: Angelica "Toni" Acevedo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Lisa Rajczyk, and Tom "Woody" Wood

### MINUTES

A motion was made and voted on to accept the minutes of September 28, 2014 as presented to the Board by Eva Rajczyk

### EXECUTIVE DIRECTOR'S REPORT

ED Daniel Rajczyk summarized his presentation on October 26 at the Unitarian Universalist Church of North Andover, where Toni Acevedo is the co-chair of the Social Action Council. The great news, as reported by Toni, is that the congregation raised **\$650** in donations to AWorks. Daniel reported that he was not yet in receipt of the check but will take a look at AWorks PO box again. Toni agreed to follow up with the church if the check has still not arrived.

Daniel reported that he has become a member of the Board of Directors for **Lawrence Community Television**. Besides being interested in serving on the Board, he also wanted to learn how other boards work. He said that this organization is very well organized and that he will make available to us the Board Handbook, which he says is extremely well-organized but which is being revised at present.

Daniel has found an online program that may make communication and file sharing amongst Board members easier, called CiviCRM (Constituent Relations Management) system. As this is an open-source software, it is free. [<https://civicrm.org/>] He also mentioned a company, CiviDesk [<http://www.cividesk.com/>] that could help us out going forward in one of many ways including hosting and training. He told us that he will supply all Board members with information regarding both the CiviCRM system and CiviDesk.

### BOARD DEVELOPMENT

A motion was made by Daniel Rajczyk and seconded by Adam Rajczyk to accept Tom "Woody" Wood's application to our Board. The Board voted unanimously in favor of his appointment to the Board and are happy to welcome him as the newest member of our Board.

Eva Rajczyk spoke with Carrie Fitzgerald of the Merrimack Valley Federal Credit Union regarding Board membership. She is quite anxious to become a member but is not able to attend on the weekends.

Daniel Rajczyk had informed all of us of another potential Board member, Lynne Brown. She spoke at length with Daniel, submitted her resume, and indicated a desire to join us. However, she did not respond to the invitation to attend our meeting and did not come.

## MARKETING

- Lisa Rajczyk reported that the PSA (Public Service Announcement) has been filmed and that Daniel Rajczyk and she will be going to the **Lawrence Community Television** (of which they are members) to begin editing it. It is their hope that within a couple of weeks the PSA will be ready for distribution. The plan is to air it on LCT and on our YouTube site.
- Eva Rajczyk will contact WHAV, Haverhill's public radio station (in particular Tim Coco the CEO of the station) to arrange the appearance of Daniel Rajczyk, Toni Acevedo, and Tom Wood on the station's *Open Mike Show* as well as having AWorks highlighted on *Community Spotlight*.
- Lisa Rajczyk will get in touch with Tom Duggan of the **Valley Patriot** to have the local paper feature an interview with Daniel Rajczyk. She will also contact the Lawrence stations, 1490 AM and MEGA 1400 AM.
- Toni Acevedo suggested that once the PSA video is ready we should place a link to it on the bottom of all e-mails we send both from our AWorks e-mail addresses and our private e-mails. Lisa Rajczyk will upload the video to *Facebook*, Toni Acevedo will do the same on *LinkedIn* [to that end, Daniel Rajczyk will set her up as account administrator]. Eva Rajczyk will place the video on *Twitter* after it will be set up again after being removed due to some inappropriate posts by a former Board member. There was a discussion about the need to do the same on *Google+*, *YouTube*, and even *Instagram*.

## FUNDRAISING

Daniel Rajczyk informed the Board that he signed us up for a fundraising activity at *Barnes and Noble*: wrapping gifts. B & N provides the wrapping material and does all the advertisement, publicity, and signs. Store customers would be encouraged to make donations to AWorks for the service. He signed us up for the evening of Black Friday and one more day before Christmas. He will give us the exact dates and times. Eva Rajczyk said that she would be happy to wrap gifts if there are others who will also participate. Toni Acevedo volunteered her spouse, Leia, and Leia's mother to do the gift wrapping.

We all agreed that we should also consider doing some letter-writing campaigns to solicit funds; but we all decided that we would wait until January so that we would not be competing with other organizations.

It was also decided that we would need to approach local churches, temples, and civic groups to inform them of our existence and to hopefully have their congregations make donations. To this end, we need to tweak our present hastily-prepared flier to give more information and make it more compelling. Toni Acevedo volunteered to work with Eva Rajczyk on this project.

## OTHER

- AWorks' newest member, Tom Wood, told us about a new group home being formed in Somerville, MA called **Free L Place**. The purpose of the home is to help adults on the Spectrum transition smoothly into general society. It was formed under the auspices of *Autistic Self Advocacy Network (ASAN)* but is looking to separate itself from ASAN. Daniel Rajczyk suggested that perhaps it could become part of AWorks. We will have further discussion about this in the future.
- Adam Rajczyk suggested that, once we have a permanent location, we could help people on the Spectrum [who are not able to work] apply for disability benefits for a nominal fee.
- There was a discussion about where and when we should have our monthly meetings. After some discussion, it was decided that Monday night would be the best day for most Board members. Tom Wood also let us know that he would have no problem navigating the few steps that lead up to the Rajczyk residence.

Next meeting: December 15, 2014 (7:00 – 9:00 PM) at 48 Marshland Street, Haverhill – Board applicants will be invited to attend.

The meeting adjourned at 1:50 PM.

Respectfully submitted,

*Eva*

Eva Rajczyk  
Secretary