

## Monthly Board Meeting

July 20, 2015

The monthly meeting was held at the Northeast Independent Living Program center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:13 PM.

Attending: Rachael Chambers-Stanley, Andrew DeCarlo, 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 June 22, 2015 presented to the Board by Eva Rajczyk.

### TREASURER'S REPORT

Previous Balance	<b>\$1,286.34</b>
Deposit	<b>\$ 0.00</b>
Total	<b>\$1,286.34</b>
Disbursements	<b>-\$ 53.72</b>
<b>Total</b>	<b>\$1,232.62</b>

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A motion was made and voted on to accept the treasurer's report presented by Adam Rajczyk and file it for audit.

### BOARD DEVELOPMENT

Doug Perry resigned from the Advisory Board.

### FUNDRAISING/NETWORKING

- a. MerriFest – Saturday, August 1, 2015 - Lawrence Boat Club (11:00 AM – 3:00 PM)
  - (1) No cost to us
  - (2) We need to provide our own table, chairs
  - (3) Board members indicated that they would attend
- b. Bread & Roses – Monday (Labor Day), September 7, 2015 – Lawrence Campagnone Common (12:00– 5:00 PM)
  - (1) 10 X 10 space free for non-profits
  - (2) Need to provide own table and chairs
  - (3) Members indicated that they would attend
- c. Employment Disability Month - October
  - (1) It was decided that our dinner will be our major activity for the month
  - (2) We might participate in other groups' activities on an individual basis

### FUNDRAISING DINNER

- a. Working meeting was held on Saturday, July 18 from 1:00 to 3:00 PM @ the Rajczyk home.
- b. [Report is attached.](#)
- c. We reviewed some details of the program with suggested necessary changes

- (1) Dinner should precede speeches
- (2) Program notes
  - i. Dedication – including a moment of silence - (honoring Bryan Noble) by Eva
  - ii. Opening remarks by Daniel
  - iii. Welcome by Mayor Dan Rivera
  - iv. Maybe remarks by Fran Kuchar, Bryan's mother
  - v. Keynote address by State Senator Barbara L'Italien
  - vi. Magic show
  - vii. Dancing
- d. Daniel presented a list of banks that have been contacted for funds
- e. Sponsor package
  - (1) All members were invited to check over [package](#) and make suggestions, corrections, etc.
  - (2) All changes must be completed by week's end in order to be able to go to businesses in a timely fashion
  - (3) All Board and Advisory members should let Eva know how many packages they will need before our luncheon on Saturday, July 25, so that she will be able to have them ready
- f. Some other details
  - (1) Ticket prices will be affected by the following:
    - i. We won't know until 7/24 the actual cost of the hall (may be members cost or nothing)
    - ii. We must remember that the food is fixed cost
  - (2) We have already secured the services of one act for entertainment
    - i. Stephanie Beach, magician
    - ii. She is donating the cost of her act
  - (3) Lisa contacted the organizer of the Puerto Rican dance group from Lawrence
    - i. She left message asking for price of performance
    - ii. If performance has a fee, Board will have to vote on whether to hire the group or not
  - (4) Daniel will get in touch with Stephanie Beach to find out if she knows of a DJ (who charges little or nothing) whom we could hire to provide the music for the night
  - (5) Program booklet
    - i. Rachael has offered to design it
    - ii. Daniel contacted a printer re: cost
  - (6) Eva will create a flyer to solicit raffle items from local companies
  - (7) Further discussion of details tabled until the next planning meeting TBA

## OTHER

- a. Board training – Monday, August 17, 2015 (6:00 – 9:00 PM)
  - (1) Mandatory for all Board of Directors
  - (2) Employed members are asked to make changes to work schedule in order to arrive no later than 6:00 PM
  - (3) Members need to contact Eva by end of week about whether or not they will be able to make it – NIPL needs to know how much food to prepare
- b. Membership in Mass Nonprofit Network
  - (1) Positives
    - i. Priority booking for workshops
    - ii. Savings on office supplies, furniture, printing, finance, etc.
    - iii. More information on Website: [massnonprofitnet.org](http://massnonprofitnet.org)

- (2) Cost for us would be \$60.00 @year
  - (3) Daniel will contact them for more information
  - (4) Whether to join or not postponed until our September meeting.
- c. CLASS Inc.
  - (1) Offered possible office space – see [attached map](#)
  - (2) It is not clear whether or not space is being donated
  - (3) Some members will tour the facilities on Thursday, July 30 at 10:00 AM
    - i. All are invited to attend
    - ii. Address: 1 Parker Street, Lawrence MA 01843
- d. NIPL
  - (1) Remodeling is almost finished
  - (2) They plan to give us a one-room office to start us off and to give us a local address
  - (3) They will make a copy of the key to the place so that Daniel won't have to pick it up every time we need to use the facilities
  - (4) They will be referring their young (18 – 20 year-old clients) to us for mentoring/job coaching as soon as we can afford to hire at least one person to do the job
  - (5) NIPL and Career Resources of Haverhill are working on a joint grant and have decided to ask for a small amount of money for us too
- e. Resource Fair – Wednesday, August 12, 2015 (1:00 – 4:00 PM)
  - (1) Lisa will check out whether or not there is a fee
  - (2) If the fee is nominal (\$5-\$10), OK; if more we cannot afford to participate
- f. National Night Out – Tuesday, August 4 (5:00 – 8:00 PM)
  - (1) We were asked to participate at no cost to us
  - (2) Table available – we don't need to bring our own
  - (3) Board and Advisory members are urged to attend
- g. Pot Luck Anniversary Luncheon – Saturday, July 25, 2015 (1:00 PM - ?)
  - (1) Everyone is urged to bring a guest
  - (2) Everyone needs to contact Eva via e-mail ([erajczyk@aspergerworks.org](mailto:erajczyk@aspergerworks.org)) regarding what they are planning to bring
- h. Newsletter
  - (1) It will be published quarterly
  - (2) Rachael will e-mail copies of the mockup for everyone's scrutiny and recommendations
- i. Display Boards
  - (1) Rachael designed and put together two display boards to be used when we go to events
    - i. One large with space for informational brochures and flyers and business cards
    - ii. Other smaller with game with spinner
      - 1. Woody suggested that it should be based on Autism/Asperger's myths and misconceptions
      - 2. We decided to come up with suggestions about questions and answers and share them via e-mail
      - 3. Question: would we have prizes for correct responses or will game be purely educational?
- j. Support group
  - (1) Andrew and Woody said that they are prepared to get things going
  - (2) Andrew will create a flyer – Eva will e-mail him the AWorks banner

- (3) Rachael mentioned that members of the Board or someone from the outside would need to go to the meetings on a rotating schedule (for 10 – 15 minutes) to do evaluations of the program as part of our grant application processes
- (4) Daniel will contact NIPL to see if the meeting room can be used on August 18, 2015
- (5) It was suggested by Rachael that word-of-mouth advertising would be the most effective means of getting out the word

The meeting adjourned at 9:10 PM.

#### **DATES TO REMEMBER**

**Pot Luck Anniversary Luncheon** – Saturday, July 25, 2015 – 48 Marshland St., Haverhill (1:00 PM – 6:00 PM)

**Merrifest 2015** – Saturday, August 1, 2015 – Lawrence Boat Club (11:00 AM – 3:00 PM)

**Zip Trip Haverhill** – Friday, August 7, 2015 - TBA

**Board Training** – Monday, August 17, 2015 – 20 Ballard Road, Lawrence (6:00 PM – 9:00 PM)

**Bread & Roses Heritage Festival** – Monday, September 7, 2015 – Lawrence Campagnone Common (12:00– 5:00 PM)

**Farm Day** – Sunday, September 20, 2015 – Tattersall Farm, Haverhill (12:00 PM – 5:00 PM)

Respectfully submitted,

*Eva*

Eva Rajczyk  
Secretary

# Fundraising Dinner Planning Meeting

July 18, 2015

Attendance: Adam, Daniel, Eva, Lisa, and Woody

1. **Date of Event:** October 16
2. **Time:** 7:00 – 11:00
3. **Tickets**
  - a. No tickets will be sold at the door. All tickets must be purchased in advance.
  - b. Cost of tickets -- Tentative (depends on what Elks will charge for hall rental and cost of food):
    - i. \$50 per person
    - ii. \$150 family of four
    - iii. \$450 for a table of 10
    - iv. 1 table reserved for people on the Spectrum - \$25 each
  - c. Tickets must be purchased two or three weeks ahead of event (We will need to check with caterer to see when he/she needs to know the number of people attending.)
4. **Entertainment**
  - a. Magician – Stephanie Beach – she will be donating her usual fee of \$250, and all she asks is that she be mentioned in the program; she proposes the following:
    - i. She will go from table-to-table performing some magic tricks before dinner as guests start to settle in.
    - ii. After dinner she will do a 45 minute comedy/magic show.
    - iii. She will find a way to incorporate Asperger Works into her act.
  - b. Other possible acts – may not be needed if we would want to give the guests a chance to do some dancing:
    - i. Lawrence High Special Choir? Lisa will check on their availability.
    - ii. Lawrence Puerto Rican children's dance troupe? Lisa will check to see if they would be able to perform.
    - iii. Daniel will check with Stephanie if she know of any DJs or Bands who would be available to entertain for cut-rate price or who would donate their performance.
5. **Raffle** – It was decided that we don't have enough people or time to do a silent auction properly, so we will hold a raffle instead
  - a. Rachael indicated that a friend of hers, who is a painter, would be happy to donate some of her paintings. All she asks is that we place her business cards next to the art work and that we promote her in our program booklet.
  - b. We decided that we will approach local businesses to see if they would be willing to donate products, meals, or services – Eva will work on the flyer to take to businesses
6. **Promotional Packages**
  - a. Eva developed materials as part of a promotional package to give to businesses and community leaders in order to have them sponsor our event.
  - b. She will bring a couple of these packages to our monthly meeting on Monday, July 20 for everyone to look at and make suggestions for improvement.
7. **Program**
  - a. Dedication (honoring Bryan Noble) – Eva Rajczyk – 7:30

- b. Opening remarks – Daniel Rajczyk – 7:45
- c. Dinner – 8:00–9:00
- d. Keynote speaker – Barbara L'Italien - 9:00 [tentative] (we need to check with Barbara to see if she is OK with this scheduling – we'll accommodate her wishes.
- e. Eva Rajczyk will ask Fran Kuchar, Bryan Noble's mother, if she would like to say a few words
- f. Entertainment – 9:30 – 11:00

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# Letter

July 21, 2015

Dear Business or Community Leader:

Help us realize the dream of adults with Asperger's Syndrome to find and keep employment that recognizes and values their intelligence, talents, and abilities.

*Asperger's Syndrome* is an Autism Spectrum Disorder (ASD) that is characterized by significant difficulties in social interaction, nonverbal communication, and with restricted and repetitive patterns of behavior and interests.

Since there is not much understanding of autism, in particular Asperger's, this population of adults has the highest unemployment and under-employment rate of all people with disabilities. It is this that *Asperger Works, Inc.* wants to correct.

Our mission is to help put adults with AS to work by providing employment-related services and training. It is our intent to assist employers' understanding of how they can leverage the strengths of persons on the Spectrum and provide work environments that set up autistic workers for success. Additionally, it is our goal to provide support services and advice to both adults with ASD and their employers so that they can learn to work together and benefit each other.

Supporting *Asperger Works* is a win-win for everyone. Gainfully-employed persons with AS no longer require public assistance, are able to buoy the economy of the communities they live in through the purchase of goods from local and area businesses, and can aid their communities by investing in them through purchase of property and the payment of taxes.

Enclosed is a sponsorship proposal for your review. If you would like to be a sponsor of Asperger Works through our Fundraising Dinner, please don't hesitate to contact us. In addition, someone will follow up with a phone call within a week or two to respond to any questions that were not answered in the proposal.

Thank you in advance for taking the time to review our sponsorship proposal package. We look forward to working with you to highlight Asperger Works and its future development!

Sincerely yours,

The Board of Directors  
Asperger Works, Inc.

**FIRST ANNUAL FUNDRAISING DINNER  
OCTOBER 16, 2015  
SPONSORSHIP OPPORTUNITIES**

***Asperger Works, Inc.** is a 501(c)(3) non-profit charitable organization whose goal is to "put autism to work" for people with Asperger's Syndrome by developing programs that help a very under-served, talented population within the autistic community find fulfilling work, stay employed, and advance in their careers.*

**DIAMOND SPONSOR** **\$1,000**

One table (10 tickets)

- Large sign prominently placed at event
- Listed as Diamond Sponsor in program booklet.

**GOLD SPONSOR** **\$600**

- Six tickets to event
- Listed as Gold Sponsor on signage
- Listed as Gold Sponsor in program booklet

**SILVER SPONSOR** **\$400**

- Four tickets to event
- Listed as Silver Sponsor on signage
- Listed as Silver Sponsor in program booklet

**Sponsorship Form**

*Please return completed form and payment to **Asperger Works, Inc.** 190 Haverhill Street, #378 | Methuen, MA 01844 or email to [dinner@aspergerworks.org](mailto:dinner@aspergerworks.org).*

**CONTACT INFORMATION:**

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Address City/State/Zip Code: \_\_\_\_\_

**SPONSORSHIP OF ASPERGER WORKS FUNDRAISING DINNER**

☐ **Diamond Sponsor \$1,000**   ☐ **Gold Sponsor \$600**   ☐ **Silver Sponsor \$400**



# FUNDRAISING DINNER SOUVENIR PROGRAM BOOKLET

October 16, 2015

*Advertise in our Dinner Program Booklet*, which will include information about Asperger Works, Asperger's Syndrome, and famous people in the Autism community. Additionally, you will read about our honoree; and Aspie members of our Board will share their personal stories.

## PAYMENT INFORMATION:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Please send me an invoice    ☐ I have enclosed a check

Signature: \_\_\_\_\_

☐ Full page \$175 (7.5" x 10")    ☐ 1/2 page \$100 (7.5" x 4.7")    ☐ 1/4 page \$60 (3.5" x 4.75")

☐ Inside Front Cover \$250    ☐ Inside Back Cover \$250

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### DEMOGRAPHIC INFORMATION\*:

- ◆ 2010 Average HH Inc. \$87,000
- ◆ 2010 Population 491,500
- ◆ 2010 Median Age 36.6 Years
- ◆ 2010 Ave. Home Value \$336,400

### ADDITIONAL INFORMATION:

- ◆ Heat included in rent
- ◆ Close to public transportation
- ◆ High Ceilings
- ◆ Exposed Beams
- ◆ Garaged Parking
- ◆ 3 Cars/ 1,000 SF
- ◆ Can be sub-divided 3,000 SF or 6,000 SF

\* 10 Mile Radius

