

## Monthly Board Meeting

November 16, 2015

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:18 PM.

Attending: Rachael Chambers-Stanley, Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Lisa Rajczyk, and Tom "Woody" Wood

### MINUTES

A motion was made by Daniel Rajczyk and seconded by Andrew DeCarlo to accept the minutes of October 19, 2015 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

### TREASURER'S REPORT

Previous Balance (as of 10/30 Bank Statement)	<b>\$2,510.93</b>
Deposit	<b><u>\$2,085.00</u></b>
Total	<b>\$4,595.93</b>
Disbursements	<b><u>-\$ 556.51</u></b>
<b>Total</b>	<b>\$4,039.42</b>

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A motion was made by Lisa Rajczyk and seconded by Daniel Rajczyk to accept the treasurer's report as presented to the Board by Adam Rajczyk and file it for audit. The Board unanimously voted to accept.

### LEASE PROPOSAL UPDATE

1. Daniel Rajczyk reported the a meeting with the realtor was scheduled at Class Inc. for 2:00 PM. Everyone, but Andrew DeCarlo, indicated that he/she will be going to look at the place. Eva Rajczyk will send everyone the exact address and directions on how to get there.
2. Daniel also indicated that he will check out another place: 60 Island Street as a possible site.
3. It was also suggested by Daniel that we take pictures of the place.

### BOARD MEMBERSHIP

1. Eva Rajczyk reported that she attended a free seminar (sponsored by Greater Haverhill Chamber of Commerce) and spoke with the facilitator, Mike Gallagher, about increasing our Board membership. He indicated that he will approach someone at Enterprise Bank in Lowell (where he is employed). Daniel reported that the gentleman, who has a son on the Spectrum, contacted him about wanting to join our Board.
2. There was a general discussion about how to write a letter to Darrell Byos informing her that her application to the Board has not been accepted
  - a. It was suggested that we should inform her that it would be a conflict of interest to have her on the Board

- b. We should indicate that we would be willing to work on some events with her organization - event piggy-backing
  - c. We should suggest that we could collaborate on certain issues
  - d. We should let her know that we would like to keep lines of communication open.
  - e. Definitely the rejection should be done via a letter rather than e-mail.
  - f. Eva Rajczyk will draft some ideas and send them to the Board for suggestions before Daniel actually writes the letter and sends it.
3. Question about handicap-access bathroom in or near proposed office space was brought up.

### **SANTA PARADE, HAVERHILL**

Our application to march in the Santa Parade has been accepted and we will be able to have an unadorned car as part of our group so that Tom Wood could participate.

- 1. We need to gather at the Wood School, located at 25 South Spring Street (off of Laurel Avenue) in Bradford by no later than 11:00 AM
- 2. Eva will send direction via e-mail.
- 3. Andrew will not be able to attend.
- 4. Lisa will put flyer on Facebook and Eva will put it on Website and Twitter.

### **5K WALK/RUN**

The discussion was led by Andrew DeCarlo.

- 1. The Walk will be held on April 2, 2016
- 2. Daniel got in touch with Lt. Conway of the Lawrence Police Department and he will arrange a meeting after Thanksgiving
- 3. Lt. Conway indicated that there are already some preset routes that we could choose from.
- 4. We will have an AWorks information table that Woody will man.
- 5. There was a discussion about necessary police detail - James Patrick O'Donoghue informed us through an e-mail that others have used the auxiliary police for this and they don't charge.
- 6. We need an event permit - Lisa Rajczyk said she will check into it at the Mayor's office if Daniel does not get information about it from Lt. Conway.
- 7. Deadline for pledges should be discussed and set
- 8. Online registration on our Website
- 9. Question of T-shirts and whether or not the registration fee should cover them - possibly indicate that Ts will be available while supplies last (this allows us to order a finite number).
- 10. Question: where should our home base be? (Lt. Conway might have the definitive answer)
  - a. Central Catholic High parking lot?
  - b. The Common? - parking a problem
- 11. There is a need for EMTs - need to find out who to contact and make arrangements
- 12. Rain Date
  - a. Should we have it?
  - b. If no rain date, Rachael suggested that we could supply walkers/runners with plastic ponchos
- 13. Lisa will put flyer on Facebook when the time comes.

Decision was made to have a special meeting just about the Walk/Run.

1. Date and time: December 12 at 11:30 AM
2. At the Rajczyk home: 48 Marshland Street, Haverhill
3. Meeting to include lunch in celebration of the coming holidays

#### **FUNDRAISING**

1. Google Ads Grant Program
  - a. Motion was made by Eva Rajczyk and seconded by Daniel Rajczyk to have Rachael Chambers will take the lead on this. The Board approved unanimously.
  - b. Eva will check on our application and report back to Rachael.
2. We agreed that everyone will read the information about the United Way that was sent to the Board and Advisory via e-mail and discussion will follow at our next meeting

#### **OTHER**

1. Rachael distributed the Support Group Survey
  - a. It was agreed that "Asian" should be listed under ethnicity.
  - b. The third question, "What part of the Support group did you enjoyed the most?" should have the choices read as the following: "Attendees" "Conversation" "Location"

A motion to adjourn was made by Daniel Rajczyk and seconded by Tom Wood. The meeting adjourned at 9:00 PM.

#### **DATES TO REMEMBER**

**Haverhill VFW Santa Parade** – Sunday, November 22, 2015 at 1:00 PM - Wood School off of Laurel Avenue in Bradford

**AWorks 5K Walk/Run Planning Meeting** – December 12, 2015 at 11:30 AM - 48 Marshland St. Haverhill

**Monthly Meeting** – Monday, December 21, 2015 – NILP, 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

**AWorks 5K Walk/Run** – Saturday, April 2, 2016 – details TBA

Respectfully submitted to the Board,

*Eva*

Eva Rajczyk  
Secretary