

Monthly Board Meeting

February 15, 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:11 PM.

Attending: Sean Bardoo, Rachael Chambers, Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Lisa Rajczyk, and Tom Wood

MINUTES

A motion was made by Daniel Rajczyk and seconded by Adam Rajczyk to accept the minutes of January 18, 2016 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

TREASURER'S REPORT

Previous Balance (as of 01/29 Bank Statement)	\$4,126.18
Deposit	\$ 0.00
Total	\$4,126.18
Disbursements	<u>-\$ 54.00</u>
Total	\$4,072.18

A motion was made by Daniel Rajczyk and seconded by Sean Bardoo 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.

CDBG FUNDING

Eva Rajczyk reported that the AWorks application for the funding was accepted by the City of Lawrence. The final decision will be made after each candidate makes a three-minute presentation at a public hearing at the South Lawrence East Middle School, 165 Crawford St, Lawrence, MA 01843. Due to our early filing, our presentation by Eva Rajczyk will be the third one. A number of Board members indicated that they will be present to support our effort.

ST. PATRICK'S DAY PARADE

This year, the City of Lawrence will be holding its St. Patrick's Day Parade on Saturday, March 19th. A motion was made by Daniel Rajczyk to have AWorks participate again. It was also agreed that in our application, we will indicate that Tom Wood will drive his car that we will decorate with our logo and shamrocks. It was seconded by Daniel. The Board voted unanimously for our participation.

5K RUN & WALK

1. Andrew DeCarlo reported on his ongoing discussions with the representative of **Granite State Race Services**.
 - a. Our fee will be \$800, which provides equipment for timing and scoring the race.
 - b. Registration will be handled by **Lightbox** that will charge registrants a 6.25% fee that goes to Lightbox and \$1.25 credit card processing fee. Lightbox will generate a Web address that we can share on our Website and we will be able to customize the available page on their Website with all the race information.
 - c. **EMedia Group** will be providing the chipped numbered bibs at the cost of \$0.20 per bib
 - d. Andrew was informed that Granite State will pay us our profit at the end of the month.
 - e. As it has been stated, there are a number of benefits to having Granite State administer the event
 - 1) Chip timing
 - 2) Personnel
 - 3) Registration services through Lightbox
 - 4) Advertisement throughout the racing community
 - 5) Possibility of following the race on smart phones with up-to-date racing information
2. Schedule
 - a. 8:30 – 10:00 AM Number pickup and registration
 - b. 9:30 – 9:45 Opening Ceremony
 - 1) Welcome by Andrew DeCarlo with introduction of Mayor Rivera
 - 2) Welcome address by Mayor Rivera
 - 3) Explanation of logistics by Andrew DeCarlo
 - c. 9:45 All participants report to staging area
 - d. 10:00 Run/Walk begins
3. Lisa and Eva Rajczyk will schedule meeting with Claddagh Pub & Bar to finalize plans and to find out cost of spaghetti dinner.
4. Cost to entrants
 - a. \$35.00 Pre-registration by March 18 (it still has to be decided whether T-shirts will go to the first 100 or everyone)
 - b. \$40.00 After March 18 and at the event
 - c. T-shirts may be purchased or ordered at the event for \$12.00
5. Eva Rajczyk will finalize price and order of T-shirts with Leisure Line
6. Vendors
 - a. Daniel Rajczyk reported that the parking lot next to the Claddagh will be available for vendor setup for free.
 - b. He will contact a City representative on Tuesday, 2/16 whether or not we need to pull a permit for vendors.
 - c. Once we get the go-ahead, Rachael Chambers will contact at least one of the organizations whose function we attended as to process, licensing, etc.

- d. Daniel Rajczyk provided Rachael Chambers with MVCC booklet that lists all businesses listed with the Chamber.
 - e. Rachael Chambers will contact potential vendors.
7. Daniel Rajczyk suggested that we offer a \$5.00 discount coupons for any registrant from a running club or local gym to publicize the 5K. It was also decided, at the suggestion of Sean Bardoo, that we should give the clubs and gyms some sort of incentive, like listing them in the event flyer (that we will distribute on the day of the event) as supporters.
8. Daniel talked with Lt. Conway, who told him to call back on 2/16 when he (Lt. Conway) will be in his office to finalize the police detail, etc.
9. Eva Rajczyk clarified the reason for the creation of the private Aworks5K group (Aworks5K@aspergerworks.org) – to have everyone exchange information within this group regarding the 5K and to allow networking via Google Drive
10. Lisa Rajczyk was given the go-ahead to order 200 buttons at the discounted price of \$72.00 (or \$0.36 each) to be sold at the event for \$1.00 each
11. Volunteers
 - a. Lisa Rajczyk presented information regarding volunteers and requested Board members to review the information that includes the list of volunteer duties and get back to her by Friday, 2/19 with any suggestions
 - b. It was decided that each volunteer should be given a button in recognition of service
 - c. There was a spirited discussion about whether or not volunteers should be available for every shift of the event – there was no final agreement
12. Sponsorship – everyone agreed that there will be three levels of sponsorship according to the following (motion was made by Daniel Rajczyk and seconded by Andrew DeCarlo)
 - a. Bronze \$250 1 registration / 1 T-shirt / 1 button
 - b. Silver \$500 3 registrations / 3 T-shirts / 3 buttons
 - c. Gold \$1000 5 registrations / 5 T-shirts / 5 buttons
 - d. All would be placed on list of acknowledgement and on our Sponsor Web page
 - e. Gold sponsors will also be mentioned in our PSAs
 - f. Everyone agreed to pitch in to recruit sponsors
 - g. We need to create sponsorship packages – Eva will contact Tim Coco again regarding brochures
13. Now that everything is finalized, Eva Rajczyk will contact LGH regarding ambulance, etc.

OTHER

1. Travel Reimbursement Policy (actually discussed at our January 18 meeting and left off of minutes through oversight - ER)
 - a. Adam volunteered to come up with a comprehensive Travel Reimbursement Policy to be presented to the Board of Directors at our next meeting.
 - b. Members of the Board were invited to add their input upon receipt of draft of said-policy

2. PITCH Contest
 - a. Daniel Rajczyk reported on his contact with an organization called EforAll, which is conducting a PITCH contest.
 - b. Daniel attended their conference and as a result, Asperger Works was selected with 6 other organizations (out of 50+ applicants) to make a 2.5 minute pitch (presentation) as to why AWorks should receive an award
 - c. The event will take place on Wednesday, February 24 in Lowell – Daniel will forward all information to Board Members
 - d. We are urged to set up a table and disseminate materials
 - e. To that end, Daniel requested permission from the Board to purchase more business cards. Eva Rajczyk made a motion to allow Daniel to buy the cards and Tom Wood seconded it. The Board voted unanimously to agree to Daniel's request.
3. Tom Wood reported that on January 29 Daniel Rajczyk and he attended a fundraiser in Able, NH near Concord, to publicize AWorks and to make connections that might be useful to us in the future.
4. Rachael Chambers announced that she will be resigning from the Board after the 5K. All of us at Asperger Works regret her decision and thank her for her service.

A motion to adjourn was made by Daniel Rajczyk and seconded by Andrew DeCarlo. The meeting formally adjourned at 9:10 PM.

DATES TO REMEMBER

CDBG Funding Presentation – February 18, 2016 -- South Lawrence East Middle School, Lawrence
(6:00–9:00 PM)

EforAll PITCH Contest – February 24, 2016 - Sunny Da Restaurant, Lowell, MA (5:15 – 8:00 PM)

AWorks Support Group Meeting – March 5, 2016 – NIPL, 20 Ballard Road, Lawrence (2:00 – 4:00 PM)

St. Patrick's Day Parade – March 19, 2016 – Corner of Lawrence & Amesbury Streets (11:00 – 4:00 PM)

Monthly Meeting – Monday, March 21, 2016 – NILP, 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

AWorks 5K Walk/Run – Sunday, April 3, 2016 – details TBA

Respectfully submitted to the Board,

Eva

Eva Rajczyk
Secretary