

## Monthly Board Meeting

September 19, 2016

The monthly meeting was held at the Northeast Independent Living Program Center at 20 Ballard Road, Lawrence, MA 01843 and began at 7:04 PM.

Attending: Andrew DeCarlo, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Thomas Wood

### MINUTES

A motion was made by Andrew DeCarlo and seconded by Adam Rajczyk to accept the minutes of August 18, 2016, with correction (date from July 18 to August 18), as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

### TREASURER'S REPORT

Previous Balance (as of 08/31 Georgetown Bank)	\$ 4,743.54
Deposit	\$ 0.00
Total	\$ 4,743.54
Disbursements	<u>- \$ 4,551.78</u>
<b>Total</b>	<b>\$ 191.76</b>
Present Balance (as of 08/31 Pentucket Bank)	<u>\$ 4,500.00</u>
<b>TOTAL</b>	<b>\$ 4,691.76</b>

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A motion was made by Eva Rajczyk and seconded by Andrew DeCarlo 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.

### FUNDRAISER

Final plans for Dinner of Hope was accepted.

### SUPPORT GROUP

It was decided to change the name Watercooler Live! to Asperger Watercooler Live! to reflect the fact that it was a support group for adults with Asperger's Syndrome.

- Next meeting will be on October 1 from 2:00 to 4:00 PM

### SCORE

Eva Rajczyk reported about the meeting she and Daniel Rajczyk had with Sumner Misenheimer of SCORE who is our mentor and Operations and Organization Specialist.

- The next planned meeting will be on October 25, 2016.

## **JOB COACH POSITION**

1. It was agreed that questions supplied by Andrew DeCarlo should be added to job application
2. Eva's question (sample situation) should be left for applicant interview
3. Motion was made by Eva Rajczyk and seconded by Adam Rajczyk to accept the changes to the application. The Board approved unanimously.

## **PRESS RELEASE**

Eva Rajczyk reported that she had disseminated a press release about AWorks having a new home to various media outlets.

## **EAGLE TRIBUNE ARTICLE**

Daniel Rajczyk reported that he had been approached by an Eagle Tribune feature writer regarding doing an article on Daniel and Asperger Works.

## **OFFICE**

All members present agreed that we should have a schedule of who will man the office and at what time so that we could put the hours on our Website. It would be helpful to have people answering the phone instead of the answering machine.

- Daniel Rajczyk – Wednesdays and Fridays 9:00 AM – 5:00 PM
- Tom Wood will not be able to work at the office due to his eye problems
- Volunteer Coordinator Lisa Rajczyk will talk about this with our intern, Sahar Alhamdan, and our volunteer, Nathan Hughes

## **OTHER**

- There was a brief discussion about Google AdWords and how we can utilize it
- Daniel Rajczyk reported that he will be meeting with Jo Bower of NILP to discuss if there is a way that we could help two of her clients (meeting on Sept. 23)
- GHCC will be officiating at our Ribbon Cutting ceremony on Friday, October 7 at 9:00 AM

Daniel Rajczyk made a motion to adjourn and it was seconded by Eva Rajczyk. The meeting formally adjourned at 8:04 PM.

## **DATES TO REMEMBER**

**AWorks Support Group Meeting**–Saturday, October 1, 2016–NIPL, 20 Ballard Road, Lawrence (2:00 – 4:00 PM)

**Ribbon Cutting Ceremony** – Friday, October 7, 2016 – 20 Ballard Road, Lawrence (9:00 – 9:30 PM)

**Monthly Meeting** – Monday, October 17, 2016 – 20 Ballard Road, Lawrence (7:00 PM – 9:00 PM)

**Dinner of Hope**–Saturday, October 22, 2016 – Maria's, 81 Essex Street, Haverhill (6:00 – 11:00 PM)

Minutes respectfully submitted to the Board by,

*Eva*

M. Eva Rajczyk  
Board Secretary