

Asperger Works

Monthly Board Meeting

July 17, 2019

The monthly meeting was held at 60 Island Street, Lawrence, MA 01840 and began at 6:30 PM.

Attending: Karen Merrill, Adam Rajczyk, Daniel Rajczyk, and Eva Rajczyk

MINUTES

A motion was made by Karen Merrill and seconded by Adam Rajczyk to accept the minutes of March 20, 2019 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

DINNER OF HOPE

People present discussed what went well and what needed improvement for next year when it came to our dinner in April.

- Positive
 - Major revenue from advertisers and sponsors
 - Profit larger than last year
- Negative
 - Less people attended that in previous years
 - Too much reliance on Eva Rajczyk's friends both for donations and for attendance

We also discussed some ways to improve attendance and increase revenue from next year's dinner.

- We should hold the raffle on-line as well as at the dinner. Karen Merrill will find out how this can be done and report back to the Board at our August meeting.
- Every Board member should send the Board Secretary a list of contacts, both e-mail and snail mail addresses by no later than the end of 2019 so that we could send them all "Save the Date" notices and invitations. It is the obligation of each Board member to ensure the success of our dinners. It is also imperative that all Board and Advisory members make every attempt to attend the fundraiser.
- Every Board/Advisory member should attempt to find at least one well-known person whom we could invite as our keynote speaker as soon as possible (by no later than our September meeting). The sooner we send out the invitation, the higher the probability that one of them could attend.

In conjunction with the Dinner, we also briefly touched upon the fact that one of the duties of Board members is to bring in money to the organization either through personal contribution or through finding people to donate. There are various vehicles for donations addressed on our Website at

<https://aspergerworks.org/make-difference>.

COMMUNICATION

Once more we discussed the ongoing problem of communication.

- It appears that for the most part, neither Board nor Advisory members read the very few emails that are sent to them. Eva Rajczyk, as Board secretary, posts and/or forwards only those that are essential.
- Since not everyone can attend our monthly meetings and people still don't know how to use the many tools available to us through the Microsoft platform, it is very important that everyone reads the emails and responds – if only by saying something like “read.” We agreed to have the silent auction run by KBK Sports and to auction off all of the large value items instead of heaving two types of raffles.

MEETING DATE AND TIME

Last month, Daniel Rajczyk sent a survey to everyone on the Board and Advisory regarding changing the meeting date and time.

- Besides members of the Rajczyk family, only Karen Merrill responded.
- Members who attended this month's meeting decided that Board meetings from now on will be held on the **FIRST MONDAY OF EVERY MONTH**.
- The motion to change the meeting day was made by Karen Merrill, seconded by Adam Rajczyk, and approved unanimously by the Board.
- It was also felt that there should be no need of meeting reminders of monthly meetings. It is very easy for everyone to add reminders to their person emails in order to avoid conflict. It would also be highly appreciated to have members who cannot attend send a note either to the Board President (Daniel Rajczyk, drajczyk@aspergerworks.org) or Board Secretary (Eva Rajczyk, erajczyk@aspergerworks.org). Eva will still be disseminating copies of the agenda, minutes, and treasury report prior to the meeting.

EVENTS PARTICIPATION

Once more the issue of Board participation in events came up.

- Aside from the Rajczyk family, neither Board or Advisory members participate in such events as the upcoming GLCAC Community Resource Fair (August 14) and the Bread and Roses Festival (Labor Day).
- One of the duties of Board members is to participate in visibility events, such as the ones mentioned above.
- Further discussion was tabled until the meeting in August.

CHANGE IN PHONE SYSTEM

Daniel Rajczyk received some quotes from two companies regarding phone service costs and will be disseminating the information to all Board and Advisory members. He is also looking into more quotes and will check to see how many minutes we are using right now. Right now, we receive both

Internet and phone service through Verizon and we find that it is very costly. We are looking into changing the Internet service as well.

- Tech Impact - \$40.00 @month per phone line including phone
- Phone.com
 - Need to buy our own phone
 - 500 minutes - \$19.99 @month (\$14.99 @month if paid annually)

OTHER

- Signage – Finally, the management company is going to provide each company signage with our logo and suite number. It is also renumbering the suites. Thus, ours will be changed from Suite 208E to Suite 228. This is the first step. In the plans are also new signage at least at the main entrance with all businesses listed.

Daniel Rajczyk made a motion to adjourn the meeting. It was seconded by Karen Merrill and was unanimously approved by the Board. The meeting formally adjourned at 7:38 PM.

NEXT MEETING WILL BE HELD ON AUGUST 5, 2019.

Minutes respectfully submitted to the Board by

Eva

M. Eva Rajczyk

Board Secretary