

# Asperger Works

## Monthly Board Meeting

October 17, 2018

The monthly meeting was held at 60 Island Street, Lawrence, MA 01840 and began at 6:45 PM.

Attending: Rachel McMeen, Karen Merrill, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, and Linda Thomson

### MINUTES

A motion was made by Karen Merrill and seconded by Adam Rajczyk to accept the minutes of August 15, 2018 as presented to the Board by Eva Rajczyk. The Board unanimously voted to accept.

### TREASURER'S REPORT

|                                    |                   |
|------------------------------------|-------------------|
| Previous Balance (as of 8/31/2018) | \$2,664.66        |
| Deposit                            | \$ 335.00         |
| Total                              | \$2,999.66        |
| Disbursements                      | \$ 570.74         |
| <b>Total</b>                       | <b>\$2,664.66</b> |

A motion was made by Eva Rajczyk and seconded by Karen Merrill to accept the treasurer's report as presented to the Board by Adam Rajczyk. The Board unanimously voted to accept.

### EXECUTIVE DIRECTOR'S REPORT

- Daniel Rajczyk reported that we now have Microsoft Office 365 Suite (cloud version). We were able to get this program donated by Microsoft through TechSmith because we are a recognized nonprofit. For us to use this system successfully, everyone needs to have an Asperger Works email account.
  - Identity management (donated)
  - Company structure
  - 25 user licenses – free

He also reported that it will take some time to port all the information and email accounts from Google to Microsoft, but the effort will be worth it. Having this

system will make it much easier to share information within the organization and, once everything is running properly, it will eliminate the need for email attachments.

## **EMPLOYMENT REPORT**

Eva Rajczyk reported on our newest client, Z. A. from Hampton, NH. He just started on a job he found and came to us to help him should any problems arise. She has an appointment with Z's employer and will report back to the Board about Z's progress.

## **RACHEL MCMEEN'S ROLE WITH ASPERGER WORKS**

Daniel Rajczyk introduced Rachel McMeen to the Board. Rachel will be acting in an advisory capacity. One of her goals is to grow the Board, which she has already begun doing, adding two new Board members: Karen Merrill and Tom Kulesa. Amongst the many other things that she will be helping us with, she has also volunteered to aid us in working with our clients until we find an appropriate job coach.

## **DONATED TALENT AS IN-KIND DONATION**

Rachel McMeen submitted her first invoice for her services to the Board. She explained that there are people in our organization who are using their talents to further our progress, for instance Eric Janowski and Eva Rajczyk. Each of these people could "charge" for their services and then donate them to Asperger Works as in-kind donations. The fact that people are willing to donate their time to the organization will look good once we are ready to apply for grants. It is important to note that this kind of in-kind donation is not limited to people in our organization.

## **BOARD DEVELOPMENT**

We have two new Board members, one of whom, Karen Merrill, attended the meeting. She introduced herself to the Board and told us what she hopes to achieve as a Board member.

## **WEBSITE HOSTING**

Eva Rajczyk reported that she has moved the Website hosting from FatCow to KnownHost, a hosting company Daniel Rajczyk found after extensive research that is cheaper and provides better support. It will take some time to make our three sites

(aspergerworks.org, volunteer.aspergerworks.org, and watercooler.aspergerworks.org) fully functional.

The cost for this service is \$588.00 for the year and needs to be paid in full. There was an option of monthly payment, but the cost was considerably higher. So, Eva decided to pay through her PayPal account and asked if it would be OK for the organization to reimburse her with a monthly payment of \$49.00. The Board agreed to authorize this payment.

## **OTHER**

- Dinner of Hope – April 13, 2019
  - Sponsorship – Eva Rajczyk to share previous sponsorship packet including appeal letter with Board and Advisory
  - Ticket prices
    - \$60.00 per person / \$115 per couple / \$425 for table of 8
    - \$70.00 per person at the door
- Bingo Fundraiser – date TBA
  - Linda Thomson and Karen Merrill have agreed to work on this.
  - It would be before the dinner as a way of introducing us to the community in a fun and relatively cheap way.

Adam 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 8:28 PM.

Minutes respectfully submitted to the Board by

*Eva*

M. Eva Rajczyk

Board Secretary