

Special ZOOM Meeting
Business Contact Outreach Coordinator Position
February 17, 2022

The meeting was called to order by Josiah Morrow at 6:32 PM.

Attending: Josiah Morrow, Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Christle Roberts, Richard Rodriguez, Linda Thomson, and Andrea Watson.

This special meeting was held to consider the draft for the paid temporary position of *Business Contact Outreach Coordinator* written by Josiah and Daniel. It was distributed to all directors and advisors for review and comment via email by Josiah on February 12.

There were discussions about what businesses to contact and in what region(s); how many businesses are expected to be contacted; whether the selected candidate will be hired as an employee or as a contractor, whether there should be a one-week trial period, and what is the expectation regarding appointments for presentations. Additionally, there was a conversation about what is meant by "Board." Eva said that to her it meant members of the Board of Directors. However, it was decided that "Board" in connection with this job posting, will mean both directors and advisors. After the conversations were concluded, those present voted on various items to be added to or amended in the draft.

1. Eva made a motion to change the requirement of "three professional references" under the APPLICATION section to "three professional and/or personal references." Andrea seconded the motion. The motion passed unanimously.
2. Richard made a motion to add the requirement of "writing sample" under the APPLICATION section. The motion was seconded by Eva and passed unanimously.
3. Linda made the motion to change the number of contacts per week under the EXPECTATIONS section from 100 to "at least 50." The motion was seconded by Richard. The motion carried unanimously.
4. Linda made a motion to remove the following under the QUALIFICATIONS section, "preference given to a candidate who has worked, in a professional or familial capacity, with individuals on the spectrum." The motion was seconded by Daniel. The motion carried unanimously.
5. Linda motioned to change the wordage under the EXPECTATIONS section from "Successfully schedule at least 20 presentations for Asperger Works members to give to businesses in the coming months" to "Successfully schedule at least 20 presentations for Asperger Works members to give to businesses within a six-month timeframe." Daniel seconded the motion and the motioned carried unanimously.
6. Adam made a motion to add a stipulation to the contract that, since Massachusetts is an at-will employment state, either party can terminate the contract at any time and that there would be a one-week review by the Board. Josiah seconded the motion. The motion carried unanimously.
7. Linda made a motion to remove bachelor's degree as a requirement for employment. Andrea seconded the motion and it carried unanimously.
8. Christle made a motion to add to the posting that we welcome all candidates of diverse backgrounds to apply. The motion was seconded by Richard and passed unanimously.
9. A motion was made by Daniel to post the job of *Business Contact Outreach Coordinator* and authorize successful applicant as a contract employee with a stipend of \$3,200, plus \$100 for ads for a total expenditure of \$3,300. (*Andrea made an amendment to the motion to add \$100 for advertising. The*

amendment motion was seconded by Richard and passed unanimously.) Daniel's motion was seconded by Andrea and was unanimously passed.

Although there was no formal motion made regarding the area covered for business contacts, everyone agreed that the coverage area should be all of Massachusetts and Southern New Hampshire with emphasis on the Merrimack Valley. In addition, everyone agreed that the coordinator's contacts should not be concentrated only on traditional industries but rather all companies, especially those with a record of hiring people with disabilities.

Next, we discussed the hiring/interview process. The conversation revolved around who would be doing the interviewing and the hiring.

10. Daniel made a motion to create a hiring committee of three people that will be responsible for interviewing and reviewing all applicants – with a rotating group of two committee members doing the interviews. The committee will recommend the top two candidates to the entire Board for final selection. *(Andrea made a motion to amend the motion to have all three members of the hiring committee participate in each interview. Josiah seconded the motion. There was 1 vote for (Andrea), 6 votes against, and 1 abstention (Josiah). The motion did not carry.)* Daniel's motion was seconded by Eva. The vote was 7 votes for and 1 abstention (Andrea). The vote carried.

Nominations for hiring committee:

1. Andrea nominated Josiah Morrow. He was voted in by unanimous consent.
2. Andrea nominated Daniel Rajczyk. He was voted in by unanimous consent.
3. Adam nominated Richard Rodriguez. He was voted in by unanimous consent.

It was decided that Eva will submit the minutes of this meeting to all Directors and Advisors and that Josiah and Eva will rewrite the posting to reflect all the changes. Josiah will forward the finished product via email to all Directors and Advisors for their approval. Each responding individual will be expected to vote either "yes" or "no" without any comments. A quorum of at least four people will be required for the posting's passage. Once the job posting is approved, Eva will post it on various online sites such as Facebook, LinkedIn, and Indeed and on our website. Everyone also agreed that they will post the job on their personal social media sites for greater exposure.

Josiah made a motion to adjourn the meeting. It was seconded by Daniel and was unanimously approved by those present. The meeting formally adjourned at 8:05 PM.

Minutes of this special meeting was respectfully submitted by

Eva

M. Eva Rajczyk
Board Secretary