

Monthly Board Meeting

Haverhill, MA 01830

ZOOM Meeting

May 11, 2024

The monthly meeting was held on ZOOM. Daniel Rajczyk called it to order at 12:04 PM.

Attending: Adam Rajczyk, Daniel Rajczyk, Eva Rajczyk, Lisa Rajczyk, and Tom Wood.

CONSENT AGENDA

Daniel Rajczyk made a motion, seconded by Tom Wood, to accept the Consent Agenda (three items in the Consent Agenda: Minutes of March 9, 2024, and Treasurer's Reports of April 13, 2024, and May 11, 2024) as presented to the Board by Eva Rajczyk and Adam Rajczyk, respectively. The Board voted unanimously to accept both and to file the treasurer's reports for audit.

WELCOME GUEST

None tonight – our scheduled guest could not attend.

PRESIDENT'S/EXECUTIVE DIRECTOR'S REPORT

- Daniel Rajczyk reported that the bank he joined recently, Reading Cooperative Bank in Lawrence, has a conference room that we can use should we return to in-person meetings.

NEW POLICY PROPOSAL

None currently

STRATEGIC PLANNING

Not needed at this time

BOARD COMMENTS/DISCUSSIONS

- Office space
 - Eva Rajczyk reported that she contacted Noemi Custodia-Lora, NECC VP – Lawrence via email to follow up on last year's promise of office space but did not receive any reply.
 - Daniel Rajczyk reported that he contacted Jessica Andors, Community Works – Lawrence (per the suggestion of Jonathan Guzman), to see if they

would have an available space to lease but did not hear back. He said he will follow up with her before our next meeting.

- Everyone at the meeting agreed that we need to have a separate marketing meeting. Adam Rajczyk motioned to have a special meeting between now and next month's meeting to work on marketing strategies. The motion was seconded by Tom Wood. Daniel Rajczyk will email everyone with possible dates for the meeting that we can all agree on.
- Board Development
 - Daniel Rajczyk made a motion to table the board development discussion and include it in the marketing meeting. Lisa Rajczyk seconded the motion. The motion carried unanimously.
- Although Enrique Yervez of [iWorker](#) was unavailable to meet with us, Eva Rajczyk shared his email regarding two potential workers we could hire. Tom Wood made a motion to call both recruits, at the numbers provided, individually after reviewing their information through the link provided in the email by no later than May 18. Lisa Rajczyk seconded the motion. The motion carried unanimously. ([See attached copy of the email.](#))
- Tom Wood reported that he has gotten to know many people in his neighborhood, the 1st Parish Congregational Church of East Derry, and a nearby synagogue with connections to Autism/Asperger's Syndrome. He informed them about our organization.

Daniel Rajczyk moved to adjourn the meeting, which was seconded by Adam Rajczyk and approved by the rest of the Board. The meeting was formally adjourned at 12:53 PM.

Minutes respectfully submitted by

Eva

M. Eva Rajczyk
Board Secretary

Important Dates: June 08, 2024 Zoom Board Meeting at 12:00 PM

Enrique Yervez <enrique@iworkerteam.co>

Mon 05/06/2024 5:53 PM

To:Eva Rajczyk <erajczyk@aspergerworks.org>

Dear Eva,

Every month or two, we select some of the most talented remote workers at iWorker and highlight them in an email to you (in case you're interested in hiring them!). Here are the workers this month whose bios we're excited to feature:

- **Jesús G. (\$7.99/hr)** is a hardworking virtual assistant from Caracas, Venezuela. He has more than a year of experience in digital marketing, helping businesses boost their digital presence and customer engagement. Jesus is competent at using Facebook Business Manager for account management and moderation, lead generation, and client follow-ups. He also has experience writing articles using SEM and SEO techniques and managing databases using Microsoft Excel. Jesus is pursuing a degree in Business Administration and Political Science. He is an innate communicator with a strong command of English and an eagerness to be trained in different areas to meet client needs. A few samples of his work can be found here:
<https://drive.google.com/drive/folders/1pWwioEQ329uTF7WUWNzJiDf58ZUuz5v6?usp=sharing>
- **Sam M. (\$7.99/hr)** is a detail-oriented virtual assistant from Kenya. He has years of experience in digital marketing and social media management, with skills in Hootsuite, Buffer, Creator Studio, and Sprinklr to manage and schedule posts. With social media algorithms constantly changing, Sam keeps up with the latest trends to enhance SEO performance. In addition, he has knowledge of audience research and content strategy, helping businesses and entrepreneurs grow their online presence. He specializes in Facebook, Instagram, Twitter, LinkedIn, and Pinterest. Also, Sam has some experience with graphic design using Canva. With certifications in content marketing and social media, he is passionate about online platforms and is a fast learner. Samples of Sam's work include:
<https://drive.google.com/drive/folders/1k1AMoE9FgTYhlaFHVGHYEBRpsonVjamf?usp=sharing>

Interested in either of them? You can book calls with them using their Calendly links below:

Jesús: <https://calendly.com/jesusgonzalez>

Samuel: <https://calendly.com/sammaina>

Keep in mind that all our workers request that we line them up with clients who are interested in hiring them for at least 5-10 hours/week so that they're not bouncing around too much. If you're looking to hire someone for less than this, or just want help on a short one-off project, then they wouldn't be the best fit. :)

Best,

Enrique Yervez

Co-Founder, [iWorker](#)