

**Association for the Relief of Aged Women  
Minutes of the Regular Monthly Meeting, February 13, 2020**

President Susan Rothschild called the meeting to order at 9:34 AM.

**Members in Attendance:** Bachman, Beaton, Beaulieu, Brooke, Doyle, LaFlamme, McKnight, Melo, O'Connell, Pinarreta, Rothschild, Stankiewicz, Whipple. Executive Director Clare Healy Foley and Office Administrator Jenny Costa also present.

**Members Absent:** Ellis, Fox, Pearl, Saber

**February Reflection:** In Rosemary's absence, Debbie read the first half of the Prayer of St. Francis. Susan suggested putting together all the reflective moments in a binder to have at the office in the future.

**Report of Clerk:** The minutes of the January 9, 2020 meeting were approved as written. SO VOTED

**Report of President:** President Rothschild reported:  
Due to personal commitments, beginning in March until the new board slate in June, Rosemary would take over office of President while Susan would take over office of Vice President. This change is supported in by-laws. SO VOTED Gretchen questioned the possible need for a third person should the President and Vice president both not be available. After some discussion, it was decided that it would be dealt with at such a time as the situation became necessary.

**Report of Executive Director:** Executive Director Clare Healy Foley reported:

1. Thank you to the hard work of board members, especially this week with so many meetings
2. Blackbaud contract was submitted to legal
  - a. 4 areas were identified
    - i. 3 of these are all set
    - ii. Pending on MA data security law – would like to assume that this would be all set but doing due diligence
3. ARAW Liaison & Beneficiary Advocate position
  - a. Job description and compensation package finalized

- i. Right of first refusal given to Sharon O'Malley – She accepted
      - 1. Will start April 1, 2020
      - 2. Pilot program
      - 3. Position will be an outreach worker & overseer of new socialization program
  - b. New socialization program will be Friendship Lunches & Outings (FLO)
    - i. ARAW will have more control of the program
    - ii. Want to open up to more individuals in the community as well as partner with area organizations
    - iii. Will start with up to 4 per month
    - iv. Clare/Jenny to do administrative side
    - v. May look for volunteer “chaperones”
  - c. For audit purposes there needs to be consistency in health insurance offerings so ARAW will offer both positions up to \$7,000
    - i. ARAW does not currently have their own insurance plan
- 4. Developing an employee handbook
  - a. Maria suggested contacting the Chamber of Commerce and Jane suggested MA Council of Human Service Providers re: pooled health insurance plans and HR support
- 5. Office space
  - a. Staying at current office short term
    - i. Making the space work – office has been rearranged to include an office space for Sharon
    - ii. Sink – plumber came for initial visit
    - iii. Some files need to move downstairs to storage

**Report of Finance Committee:** Treasurer Doyle reported:

- 1. A motion was made to accept the January 2020 FINANCIALS as written. SO VOTED
- 2. Quarterly report from Bank of America was distributed – doing well
- 3. Introduced the proposed budget for the next three years
  - a. Biggest change is that all beneficiary gifts will be listed cumulatively in the direct support line item
    - i. A breakdown of this line item will be given in a separate report each month

- ii. This will show ongoing vs. gifts and will also be broken down into subcategories by type
- b. Grants for FY21 is \$0 because money was already given from current budget and there was also a savings
- c. This proposed budget will be voted on at the March board meeting

**Visitor Committee:** Chair Bachman reported:

Annual visits are proceeding as scheduled. Reminded to send all reports to admin@arawofnb.org so that both Clare and Jenny will receive them. Also, to direct any questions to the office instead of the outreach worker.

**Visitor Reports:**

Reporting this month: Gale, Olivia, Debbie, Jane, Jeannette, Jo-Ann  
Visiting in January: Diane, Rosemary, Jo-Ann

**Report of Governance Committee:** Chair Brooke reported:

There will be one more meeting with the consultants before the presentation at the special meeting on March 26<sup>th</sup> at 9:30. Please RSVP to office for this meeting.

**Report of Nominating Committee:** Brooke reported:

1. Have met with potential new board member Angela Natho. She recently retired as the Personnel Director of the City of New Bedford. Currently, she is on the retirement board of New Bedford. She also tutors at Our Sister School. If voted in at the March meeting, she will attend the April meeting. There is a one week period to express any concerns about this matter. Contact Rosemary directly.
2. Also, Rosemary wanted to thank everyone for participating in the survey.

**Report of Beneficiary Committee:** Laflamme and Chair Beaulieu reported:

1. A motion was made to accept recommendations of the Beneficiary Committee as distributed. SO VOTED
2. Beneficiary Task Force met on February 12<sup>th</sup>
  - a. Philosophy behind support - Discussion of ongoing vs gifts
    - i. FY20 currently at \$209,000 ongoing vs \$83,000 gifts
    - ii. Want to promote independence – whatever that means in each circumstance
    - iii. Do not want women to feel indebted or entitled

- iv. Sometimes a single gift can do more than ongoing support
- b. Communicating our needs to the outreach workers
  - i. If they do not have the correct messaging, we will never get what we need from them
  - ii. The board is not made up of “bad guys”
  - iii. Board and outreach workers “are in this boat together”
  - iv. Consistency & need for policy review
- c. Value of visiting
  - i. Visiting helps with quality assurance
  - ii. How do we connect with all our beneficiaries with a limited number of board members
  - iii. Consistency in who visits to develop relationship
  - iv. Bring back “special friends” in a thoughtful way
- d. Next meeting March 3<sup>rd</sup> at 1:00

**Report of Grants Committee:** Chair Stankiewicz reported:

1. New Year-End report developed and distributed
  - a. Due March 15<sup>th</sup> will determine amount of grant checks for FY21
  - b. Will give us more information
    - i. Number of women reached
    - ii. Cost to reach these women
    - iii. Number of hours worked to reach these women
2. First Draft of Request for Proposals (RFP) reviewed – elements
  - a. General organizational information
  - b. Statement of need
  - c. Program/Project description
  - d. Qualifications
  - e. Methodology
  - f. Outcomes
  - g. Implementation/Timeline
  - h. Evaluation
  - i. Full program budget
  - j. Plan for future spending/Sustainability
  - k. Supporting documentation
3. Grant amount
  - a. \$300,000 offered

- b. Grants will range from \$1,000-\$50,000
- 4. RFP Timeline established
  - a. Anticipated application deadline: November 2020
  - b. Interviews/Q&A with grant applicants, on request: December 2020
  - c. Anticipated date of grants announced: February 2021
  - d. Anticipated date of grant award: April 2021
- 5. Next meeting April 6<sup>th</sup> at 1:30

**Report of the Outreach Committee:** Chair O'Connell reported:

- 1. Valentine cards have been sent
- 2. Gretchen has taken on birthday-card list

There being no further business, the meeting was adjourned at 11:46am.

Recorded by,

Approved by,

Jenny Costa, Office Administrator

Gale Beaton, Clerk

Next Regular Monthly Meeting: March 12, 2020 at 9:30am  
Optional social time at 9:00 AM