

**Association for the Relief of Aged Women
Minutes of the Regular Monthly Meeting, May 14, 2020**

President Rosemary Saber called the meeting to order at 9:30 AM.

Members in Attendance (Via Zoom): Bachman, Beaton, Beaulieu, Brooke, Doyle, Ellis, Fox, LaFlamme, McKnight, Melo, Natho, O'Connell, Rothschild, Saber, Stankiewicz.

Executive Director Clare Healy Foley and Office Administrator Jenny Costa also present.

Members Absent: Pinarreta, Whipple.

Report of Clerk: The minutes of the March 12, 2020 meeting were approved as written. SO VOTED

There was no meeting in April due to the COVID-19 pandemic

Moment of Silence: All present had a moment of silence for our beneficiaries who we lost since the last meeting: Bridget Morrison and Priscilla Taylor.

May Reflection: Diane read her words that she shared at Priscilla Taylor's memorial.

Report of President: President Saber reported:

1. Thanks to all for the flowers and card for her mother.
2. Thank you to all committee chairs for their hard work through the last year.
3. As a reminder, annual reports from committee chairs are due. Please turn in as soon as possible if you have not already done so.

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

1. Annual Meeting coming up in June
 - a. Original plan was to put together a presentation on committee chair's annual report – still coming up with new plan
 - b. Should have an approved strategic plan by the meeting
 - c. Will send a personal note with packet to past board members
2. Community Partners
 - a. Fairhaven COA – very responsive, both outreach workers furloughed but working on a volunteer basis, Director Anne Sylvia fielding all emails and phone calls
 - b. Acushnet COA – working remotely, sending in monthly reports

- c. Dartmouth COA – fully staffed, no monthly reports
 - d. Westport COA – fully staffed, sending in monthly reports
 - e. Sharon O’Malley – still at ICC using the balance of grant funds, sending in monthly reports
 - f. New Bedford COA and Immigrants’ Assistance Center – not much communication, no monthly reports
 - g. Communication sent to each partner from ARAW this week
3. Transition of Database
- a. Have experienced many hurdles and barriers – both ARAW and BBGM are now “on same page” with expectations and next steps
 - b. Jenny putting old info into spreadsheet for import. This will include all active beneficiaries with information going back to 2008.
 - c. Will still have old database for reference
 - d. Outreach activity will be tracked
 - e. Blackbaud working on creating database and applications. Will import data when received from ARAW.
 - f. Clare and Jenny have tutorials to watch.
4. Office Space/Comeback Plan
- a. Shared temporary office protocol and checklist
 - b. Sink accessibility – Clare will contact Peter about possibility of having bathroom exclusively for ARAW
 - c. Everything subject to change
 - i. Possibility to work from home – would be structured with journaling tasks
 - d. Going into homes will be assessed on a case by case basis
 - i. New consent form
 - ii. Will provide masks
5. Sharon O’Malley
- a. Worked at Inter Church Council on Women’s Community Access Program
 - b. Will be starting in the ARAW office on May 26th

Report of Finance Committee: Treasurer Doyle reported:

- 1. A motion was made to accept the March and April 2020 FINANCIALS as written. SO VOTED
- 2. Bank of America portfolio
 - a. Down 2.5 million at end of fiscal year – already recouped 1.3 million in April
 - b. Jason Hantman willing to do a virtual meeting to discuss
- 3. New financial report from Clare in addition to reports sent by Michelle

4. New lease starts in June – Burke and Lamb to send paperwork

Report of Visiting Committee: Chair Bachman reported:

1. Meeting will be scheduled for next week
2. Clare created visiting lists
 - a. Lists of 10 beneficiaries
 - b. Phone visits
 - c. Positive feedback
3. Still need to contact beneficiaries who speak other languages
 - a. Olivia volunteered to split this list with Maria

Report of Beneficiary Committee: Laflamme and Chair Beaulieu reported:

1. Clare has been using discretionary funds in short term
2. Held May meeting virtually
 - a. Discussed stimulus monies will not affect eligibility
 - b. Lorraine Rioux has a one-month extension on incontinence products
 - c. Denied Maria Cabral for increase in rent assistance
3. Striving to go back to normal process
 - a. Outreach workers may do phone visit in lieu of home visit
 - b. Urge to send in different requests that might occur during current climate to meet current climate
 - c. New beneficiary requests being sent to Sharon O'Malley
 - d. Sharon will also help out with FCOA duties until they are back
4. Sandra Fogg Beneficiary Fund
 - a. A motion was made to award this year's fund to Margaret "Peggi" Medeiros. SO VOTED
 - i. Local historian
 - ii. Could help with moving costs as she is in the process of selling her house

Report of Governance Committee: Chair Brooke reported:

1. Will send revised strategic plan with updated timeline
2. Full board will review May 26th

Report of Grants Committee: Chair Stankiewicz reported:

1. Need to schedule meeting for next steps with RFP
2. FY21 grant checks sent
3. Communicating expectations to community partners

Report of Nominating Committee: Chair Saber reported:

1. A motion was made to accept Rosemary Saber as President, Jane Stankiewicz as Vice President, Mary Ellis as Treasurer and Gale Beaton as Clerk. SO VOTED
2. President Saber announced committee chairs for the coming year
 - a. Beneficiary: Diane Laflamme
 - b. Finance: Mary Ellis
 - c. Grants: Jane Stankiewicz
 - d. Governance: Debbie Brooke
 - e. Nominating: Jane Stankiewicz (with the knowledge that this committee may become a part of the Governance Committee)
 - f. Outreach: Olivia Melo
 - g. Visiting: Shannon Bachman
3. Chairs were asked to appoint committee members to be shared at Annual Meeting

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

1. Will be sending out Thinking of You cards
2. Will start saving a sample of each card sent to beneficiaries

Other Business:

1. Wamsutta Club
 - a. Still paying dues
 - b. May purchase gift certificate for minimum spending

There being no further business, the meeting was adjourned at 11:12 am.

Recorded by,

Approved by,

Jenny Costa, Office Administrator

Gale Beaton, Clerk

Next Regular Monthly Meeting: June 11, 2020 at 9:30am

Optional social time at 9:00 AM

Annual Meeting: June 11, 2020 directly following the regular monthly meeting