

**Association for the Relief of Aged Women**  
**Minutes of the Regular Monthly Meeting, June 11, 2020**

President Rosemary Saber called the meeting to order at 9:32 AM.

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

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

**Members Absent:** Pinarreta.

**Moment of Silence:** All present had a moment of silence for our beneficiaries who we lost since the last meeting: Hilda Lambert, Lorraine Fontes and Cecilia Mattos.

**May Reflection:** Debbie Brooke shared two quotes. The first by Ramana Maharshi. When asked “How are we supposed to treat others?” he replied, “There are no others.” The second was by a Persian poet named Hafiz: “I have come into this world to see this: the sword drop from men’s hands even at the height of their arc of rage because we have finally realized there is just one flesh we can wound.”

**Report of Clerk:** The minutes of the May 14, 2020 meeting were approved with one change: should be Maria Cabral not Maria Costa. SO VOTED

**Report of President:** President Saber reported:

1. Ask that each member put their \$1 dues in with the annual policy documents to be sent to the office.

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

1. Reentry Happenings
  - a. Back in the office and busy with masks at the ready
  - b. Protocols presented at last meeting in place
  - c. Bathroom for ARAW use only
  - d. Protests happening outside
    - i. All peaceful but noisy
2. Transition of Database

- a. Initial import sheet sent to Blackbaud
- b. Clare has completed 6 hours of training
  - i. Gained reassurance seeing database in action
- 3. Home Visit Protocols
  - a. Provided in packet
    - i. Prior to visit, confirm both Beneficiary and Sharon are comfortable with home visit
    - ii. Bring masks and hand sanitizer
    - iii. Signed form returned and filed
  - b. Sharon able to do 2 home visits already
- 4. Welcome Sharon O'Malley
  - a. Jumped right in and has helped with several tasks – filing, card writing, attending AARP Regional meeting
  - b. Job description tweaked slightly for current climate
  - c. Met and set goals
    - i. Outreach to new referral sources
      - 1. Metrics for measuring – combo of phone calls, mailings and brochure distribution
    - ii. Re-envisioning Friendship Lunches and Outings (FLO)
      - 1. Draft of newsletter
- 5. Jenny's Evaluation
  - a. Excellent across the board
  - b. Productive and accountable, exceeds deadlines, attention to detail
  - c. QuickBooks knowledge has elevated what we are able to do
  - d. Has gone above and beyond initial role

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

- 1. Committee Meeting Update
  - a. Had general introduction meeting
  - b. Will be meeting on 3<sup>rd</sup> Tuesday of the month
  - c. Initial focus will be on Investment Committee
- 2. Financial Review
  - a. Burke and Lamb compiled in place of audit
  - b. Distributed to board, one change to page 7 line 7 changing the word assets to liabilities
  - c. Will have finalized for vote at July board meeting
- 3. Flexible Spending Account (FSA)
  - a. Employees add monies pretax
  - b. Can cover dependent care costs
  - c. Board can approve roll over

- d. If started, Sharon is able to pay health insurance pretax as well
  - e. ARAW would pay initial fee of \$300, monthly \$75
  - f. A motion was made to start Flexible Spending Accounts for employees. SO VOTED
4. A motion was made to accept the May 2020 FINANCIALS as written. SO VOTED
- a. New report format
  - b. Expenses down
  - c. Forecasting is hard during current climate

**Report of Visiting Committee:** Chair Bachman reported:

1. Met May 19, 2020
  - a. Discussed the intention of visiting
    - i. Provide friendship
    - ii. Establish relationship
    - iii. ARAW name recognition
  - b. Telephone visits
    - i. 148 of 189 beneficiaries have been called by board members
    - ii. Sharon has called 42 WCAP participants
  - c. Going forward
    - i. Beneficiaries will be divided and assigned to board members
    - ii. 11-12 beneficiaries per board member
    - iii. Contacting same beneficiaries will help to develop friendship
    - iv. Frequency of contact will be at the board member's discretion
    - v. Home visits will hopefully happen more organically
  - d. Reporting
    - i. Board members who would like to report at the board meetings will contact Clare in advance of meeting
    - ii. Reports will be 3-5 minutes long, with 15 total minutes for the meeting
  - e. More comprehensive next steps will be presented at the July meeting

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

1. A motion was made to accept recommendations of the Beneficiary Committee as distributed. SO VOTED
2. 13 requests, 9 approved, 4 declined
3. New Application
  - a. Added Qualifying income (Social Security, Pension, Wages, Family Gifts)

- b. Added Language spoken field
- 4. Comcast Discount Program for seniors
  - a. Must have either MassHealth, PACE or subsidized housing
  - b. Will be submitting one for Mildred Almeida today
- 5. Task Force
  - a. Meeting Monday, June 15

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

- 1. Strategic Plan will be standing agenda item
- 2. Committees to report on progress

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

- 1. RFP application & timeline included in packet
- 2. \$300,000 will be awarded (\$1,000 - \$50,000 each)
- 3. Open to all organizations
- 4. Will be general press – newspaper, social media, website
- 5. Will also pursue targeted list of organizations

**Report of Nominating Committee:** Chair Saber reported:

- 1. Ann Fox has resigned from board
  - a. Will invite to stay involved with visiting
- 2. Open to suggestions for new members
  - a. 16 board members still a healthy number

**Report of the Outreach Committee:** Chair O’Connell and Melo reported:

- 1. Sharon wrote out 220 “thinking of you” cards to beneficiaries
- 2. Read poem Roseanne’s granddaughter wrote about Peonies
- 3. Pleasure to have Olivia step up
- 4. Olivia interested in marketing and will delegate other tasks to those interested

There being no further business, the meeting was adjourned at 10:56 am.

Recorded by,

Approved by,

Jenny Costa, Office Administrator

Gale Beaton, Clerk