

Association for the Relief of Aged Women
Minutes of the Regular Monthly Meeting, September 10, 2020

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

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

Members Absent: Pinarreta, Saber. (On leave: Rothschild)

May Reflection: Clare Healy Foley shared two quotes which resonated with her in remembering that our beneficiaries are real people and still have a lot to give. The first was from the *Velveteen Rabbit* by Margery Williams, "Generally, by the time you are Real, most of your hair has been loved off, and your eyes drop out and you get loose in the joints and very shabby. But these things don't matter at all, because once you are Real you can't be ugly, except to people who don't understand." The second was from the *Giving Tree* by Shel Silverstein, "I am sorry, sighed the tree. I wish that I could give you something...but I have nothing left. I am just an old stump. I am sorry...I don't need very much now, said the boy. Just a quiet place to sit and rest. I am very tired. Well, said the tree, straightening herself up as much as she could, well, an old stump is good for sitting and resting. Come, Boy, sit down. Sit down and rest. And the boy did. And the tree was happy."

Moment of Silence: All present had a moment of silence for our beneficiaries who we lost since the last meeting: Thelma Wheelock and Joan Shea's little dog Pepper.

Vice President Jane Stankiewicz called the meeting to order at 9:35 AM.

Report of Clerk: The minutes of the August 13, 2020 meeting were approved with one edit to change the K to a C in Cathy Mayall's name. SO VOTED

Report of President: Vice President Stankiewicz reported:

1. Jane shared Rosemary's acknowledgement of all the hard work being done by every committee
 - a. Reminder to CC Clare on all committee emails

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

1. FLO newsletter
 - a. Continue to welcome suggestions for activities
 - b. This month's newsletter included a voting insert
 - c. Mailed to every active beneficiary & FLO only participants
 - d. Over 225 Newsletter sent this month
 - e. Emailed to all outreach workers
 - f. Last month gave out 63 Domino's gift cards
2. ALBA Outreach Update
 - a. Have reached out to 41 local organizations
 - i. This month 7 direct referrals from these organizations
 - b. Will be distributing ARAW brochures at the GNBCHC Mobile Market on Monday Sept 14th
3. RFP Information Sessions
 - a. 4 Sessions to date
 - i. 24 organizations attended
 - b. Shared board members' names
 - i. Shared strength of board – board's passion & a great resource
 - ii. Board makes the organization what it is
 - iii. If someone reaches out – can be directed to office for specific questions about RFP
4. Reimbursement Email to Outreach Workers
 - a. Already sent many reminders that reimbursements are a last resort
 - b. Beneficiary Committee took stand this month
 - c. Email to all outreach workers stating reimbursements will not be considered unless it is the only option for support and was an emergent situation
5. Next Community Partner Quarterly Review 9/17/20
6. Age Friendly New Bedford
 - a. Back up and running
 - b. ARAW invited to join social domain – ARAW is on steering committee
7. Social Work POC
 - a. Revisited contract with CNHC last week
 - i. Pending since December
 - ii. Increase in hourly rate from \$100 to \$150
 - iii. ARAW will approve initial assessment
 - iv. CNHC will come back with Plan of Care
 - v. ARAW will then approve/deny Plan of Care
 - vi. Drafted one-page application for Plan of Care assessment
8. Air Purification System
 - a. Will be installed into ventilation system

- b. \$1,500 to install, approximately \$168 per year
- 9. Resource Guide
 - a. Sharon updated resource guide
 - b. Pam asked for ACCLS to be added
- 10. Thank you notes received this month are on ARAW Board Website
- 11. Beneficiary Highlight
 - a. Examples of handling approvals during times of Covid
 - i. Lorene Almeida approved for loveseat
 - ii. Mary Jacques approved for mattress & box spring
 - 1. Both were considered an urgent need
 - 2. Both will be waiting until Nov/Dec as items are not in stock
 - iii. Shirley Mendonca
 - 1. Came to ARAW office to drop of Comcast bill
 - 2. Parked two blocks away & went upstairs first by accident
 - 3. Very out of breath, offered water
 - 4. Driven back to car
 - 5. Request for car repair pending - approved

Report of Finance Committee: Treasurer Ellis reported:

- 1. Actual spending better than budget
- 2. Not spending as much as budgeted on Beneficiaries or Program costs due to Covid
- 3. Investments increased \$753,000 last month
 - a. Up \$3.5 million since April 2020
- 4. Finance Committee meeting
 - a. Investment Advisory Committee Recruitment
 - i. This will be an Advisory committee – non-board members will be working in an advisory capacity, not decision making
 - ii. Resumes to Roseanne by the 15th
 - iii. Finance Committee to discuss on the 16th
- 5. Recommendation to approve August 2020 Financials as written. SO VOTED

Report of Visiting Committee: Chair Bachman reported:

- 1. No Visiting Committee meeting this month
- 2. Visiting Reports
 - a. Shannon Bachman reported on Pauline Chase, Maria Fragata and Vera Gassar
 - b. Debbie Brooke reported on Sofia Eleuterio
 - c. Gale Beaton reported on Barbara Costa

3. Suggestion to ask beneficiaries to share photo, board members could also share photo – Clare will follow up

Report of Beneficiary Committee: Chair Laflamme reported:

1. A motion was made to accept recommendations from the Beneficiary Committee as distributed. SO VOTED
 - a. 11 requests, 9 approved, 2 on hold
 - b. New beneficiary highlight – Margaret Costello
 - i. Moved to Westport last year
 - ii. Exception made due to health, no support and transitioning back into community
 - iii. Was making decision between Oxygen & Air Conditioning as electric bill was too high
 - iv. ARAW will pay electric bill and assess in one year
 - c. Annual updates approved as submitted
 - i. One change - Rita Robillard
 1. family changed to more expensive nutrition supplement
 2. ARAW will cover original amount
 3. Healthy balance and large sum in bank
 - ii. New Beneficiary Category - Jane Sykes, Delphina Harrison & Jeanne Boudreau
 1. Beneficiaries not currently receiving ARAW financial support but still eligible
 2. Receive FLO newsletter & board member calls
2. Beneficiary Task Force
 - a. New ideas and items to work on every month

Report of Governance Committee: Chair Brooke reported:

1. Received all board survey results
 - a. Compared with 2019 – should be proud
 - b. Improved or held with 40 items
 - c. Only lower on 4 which have been identified
 - d. Thoughtful suggestions
2. Overall Policy for Standing Committees
 - a. Define purposes and responsibilities of committee
 - b. Include goals for coming year in annual year-end report
 - c. A motion was made to accept the Overall Policy for Standing Committees. SO VOTED
3. Drafts of Committee Descriptions
 - a. Outreach will be presented next month

- b. Not set in stone – may be amended at anytime
 - c. Review annually
 - d. A motion was made to accept the Committee Descriptions for Finance, Visiting, Beneficiary, Governance, Grants, Investment Advisory and Ad Hoc Personnel. SO VOTED
4. A motion was made to accept Cathy Mayall as a new member. SO VOTED
- a. Pam will reach out to inform Cathy
 - b. Debbie will send a formal letter
 - c. Clare will schedule Cathy's orientation

Report of the Outreach Committee: Chair Melo reported:

- 1. Thank you to committee members for hard work
- 2. Check was sent out to YWCA for the Brick Project
- 3. Met to discuss the committee description yesterday, now before committee

Report of Ad Hoc Personnel Committee: Chair McKnight reported:

- 1. Putting together comprehensive policies and procedures
 - a. Starting with issues affecting employees now
 - b. Handbook when finalized – will send to lawyer to review
- 2. A motion was made to approve the COVID-19 Office Protocols. SO VOTED
- 3. A motion was made to approve the Work from Home Policies. SO VOTED
 - a. Will cover cell phone expenses when working from home
 - b. Weekly work plans and end of the week progress reports when working from home
- 4. A motion was made to approve the Paid Time Off policies. SO VOTED
 - a. Office Closures/Holiday Changes
 - i. Increased to 12 days
 - ii. Align with partnering agencies
 - b. PTO Rollover
 - i. Sick time and Personal days will rollover
 - ii. One week of vacation time may rollover each year
 - 1. Want to encourage employees to use vacation
 - c. These policies will be on the Fiscal Year of April 1st – March 31st
 - d. Clare to keep track of PTO

The meeting was adjourned at 11:07 am.

Recorded by,
Jenny Costa, Office Administrator

Approved by,
Gale Beaton, Clerk