

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

**Moment of Silence:** All present had a moment of silence for our beneficiaries who we lost since the last meeting: Nancy Gonsalves, Marie Perreira and Auracelia Souza.

**Reflective Moment:** With Thanksgiving having just passed, Jenny Costa shared a quote about gratitude by Melody Beattie. She believes thankfulness is something the world could use more of:

“Gratitude unlocks the fullness of life. It turns what we have into enough and more. It turns denial into acceptance, chaos to order, confusion to clarity. It can turn a meal into a feast, a house into a home, a stranger into a friend.”

**Clerk Gale Beaton called the meeting to order at 9:36 AM.**

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

Executive Director Clare Healy Foley, Office Administrator Jenny Costa and ARAW Liaison and Beneficiary Advocate Sharon O’Malley also present.

**Members Absent:** Stankiewicz.

**Report of Clerk:** The minutes of the November 12, 2020 meeting were approved with change to add total amount approved for 2020 holiday gifts of \$24,900. SO VOTED

The minutes of the November 12, 2020 executive session were approved as written. SO VOTED

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

1. Board Resignations
  - a. Following her leave of absence from the board, Susan Rothschild has officially resigned due to family responsibilities. She has served since 2011, most recently holding the office of President.
  - b. Maria Pinarreta has also resigned from the board. She joined in 2018 following her retirement from banking. Since the impact of Covid-19, she has been helping with the family business and does not have the time needed to dedicate to the board.
  - c. Secretary Beaton to send note of thanks to Susan and Maria

2. Committee Chair succession plans
  - a. Part of strategic plan
  - b. Think ahead, if unable to continue – contact Rosemary
  - c. Governance Committee to provide guidance for succession planning
3. Philosophy of ARAW support
  - a. Quote from the Beneficiary Task Force minutes about homeowner's insurance
    - i. In the past goal was to keep women in their homes – had fewer beneficiaries
    - ii. Now focus on independence – which may mean something different to each woman
    - iii. There are more social programs but a shortage of affordable housing. Also, sale of a house affects financial status.
    - iv. No easy solution
4. Celebrate accomplishments
  - a. Everyone is working hard! Be kind to yourselves!

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

1. Staff is thankful for supportive and hardworking board
2. FLO newsletter
  - a. No giveaway this month
  - b. 107 received the November \$10 gift card giveaway
    - i. Enjoyed power to choose type of gift card
    - ii. Opportunity to touch base when beneficiaries call in
  - c. Pen Pal Program from November newsletter
    - i. 16 signed up
    - ii. Sent blank cards, envelopes and stamps to get started
    - iii. Some have already started calling each other
  - d. December – featured recipe (Rosemary's suggestion)
    - i. Board invited to share simple recipe if you have one
3. ALBA
  - a. In November received referrals from Coastline, Whaler's Cove, Senior Whole Health and Community Nurse Home Care
  - b. New Bedford COA partnership has ended
    - i. 38 beneficiaries from NBCOA now assigned to Sharon
    - ii. Sent letter of introduction
    - iii. Many had long term relationship with Pat
    - iv. Sent talking points to board
  - c. All in-person visits on hold until further notice due to increased Covid-19 risk
4. New Bedford Council on Aging & Immigrants' Assistance Center

- a. Letters sent to request return of funding due to non-compliance with grant agreement
  - i. New Bedford COA offered excuses
  - ii. Immigrants' Assistance Center sent letter – accepting situation
  - iii. Checks promised, not yet received
- 5. Thanksgiving
  - a. 12 meals delivered
    - i. Thank you to volunteers: Rosemary, Shannon, Roseanne, Jo-Ann and Sharon
  - b. Will do similar offering for Christmas – as needed, not blanket offer
- 6. Blackbaud update
  - a. More complex than originally expected – starting to see benefits
  - b. Customized records for ARAW needs
  - c. Still updating information
- 7. Holiday Cards
  - a. Sent on Monday 12/7
  - b. 166 beneficiaries received \$150 totaling \$24,900 from direct support budget
  - c. 61 FLO participants received \$25 totaling \$1,525 from FLO budget
- 8. Next Community Partner Quarterly Review 12/17/2020
- 9. Beneficiary Highlight
  - a. Judith Monteith
    - i. Strong relationship with Pat Foster
    - ii. After receiving intro letter from Sharon – called immediately
    - iii. Upset, things are changing, did not receive birthday card (Card must have been done by Pat in past)
    - iv. Gale also received an upset call
    - v. Multiple calls through which Sharon has built a relationship

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

- 1. A motion was made to approve November 2020 Financials as written. SO VOTED
- 2. Have not received investment statement yet this month
- 3. Committee meeting update
  - a. Cathy Mayall has joined committee
  - b. Looking at existing finance policies
- 4. Investment Advisory Committee
  - a. Initial meeting to establish priorities
  - b. Received donation from Kathy McQuiggan
- 5. A motion was made to accept Executive Director Discretionary Spending Policy, as distributed. SO VOTED
- 6. A motion was made to accept credit & debit card policy, as distributed. SO

VOTED

7. Continued discussion on office space
  - a. Recommendation to move deadline in Strategic Plan to summer 2021. SO VOTED

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

1. Next meeting January 12<sup>th</sup>
2. Orientation with Cathy complete – ready to visit/make calls
3. Visit Reports
  - a. Olivia Melo: Maria Costa and Maria Cabral
  - b. Diane Laflamme: Ethel Souza, Jeanne Boudreau and Irene Harnois
  - c. January Reports: Pam McKnight and Jane Stankiewicz

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

1. A motion was made to accept recommendations from the Beneficiary Committee as distributed. SO VOTED
  - a. 3 Requests, 7 Updates
    - i. One change is? support made from updates – Discontinue ongoing support of Pauline Chase’s water/sewer bill
  - b. New beneficiary highlight – Judith Arruda
    - i. Moving to Whaler’s Cove
    - ii. Being proactive about living situation
    - iii. Approved cable/phone
2. Beneficiary Task Force
  - a. Discussions about home ownership and financial education
  - b. A motion was made to accept new funeral/burial request policy, as distributed. SO VOTED
  - c. A motion was made to accept new funeral/burial request application, as distributed. SO VOTED

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

1. A motion was made to accept board member job description, as distributed. SO VOTED
2. A motion was made to move annual meeting from June to April to align with fiscal year. SO VOTED
3. Board engagement survey will be going out soon

**Report of Grants Committee:** Clare Healy Foley reported:

1. On behalf of Jane, thank you to committee for hard work
2. 12 RFPs received
  - a. All initial review of submitted applications complete
    - i. Questions formulated for one-on-ones

- b. 1<sup>st</sup> Q&A session held 12/9/20
  - i. All existing partners
- c. Committee will debrief after each Q&A session

**Report of the Outreach Committee:** Chair Melo reported:

- 1. Holiday cards sent – thank you to volunteers who signed on behalf of ARAW: Mary, Roseanne, Jeannette, Rosemary, Shannon, Cathy, Jo-Ann & Debbie
- 2. Will continue birthday card program – Roseanne to coordinate
- 3. Community Partner Holiday Gift to be sent (festive plant)
  - a. Will include New Bedford COA & Immigrants' Assistance Center for work done throughout year
- 4. Will meet with New Bedford Whaling Museum regarding archives in the new year

**Report of the Personnel Committee:** Chair McKnight reported:

- 1. Employee handbook
  - a. Initial DRAFT complete
  - b. Committee will review and present to board within next 2 months

The meeting was adjourned at 11:23 am.

**Executive Session to follow**

Recorded by,  
Jenny Costa, Office Administrator

Approved by,  
Gale Beaton, Clerk