

**Association for the Relief of Aged Women
Minutes of the Regular Monthly Meeting, October 6, 2022**

Moment of Silence: All present had a moment of silence for the beneficiaries who we lost since our last meeting:

1. Elena Guba (88) Dartmouth
 - a. Inactive at time of death
 - b. ARAW had provided EPERS
 - c. Sent many thank you cards
2. Laura Roy (93) Dartmouth
 - a. ARAW provided hearing aids & glasses
3. Betty Ann Livramento
 - a. ARAW provided power recliner, also approved bed but delivery delayed for her return from Virginia
 - b. Was visiting family in Virginia at time of passing
 - c. Quote from recent request letter “No one is guaranteed another day! So, enjoy the time you have been given.”

Reflective Moment: Rosemary Saber shared a quote by Maya Angelou which was on the back of retired board member Sandy Fogg’s prayer card from her service: “People will forget what you said. People will forget what you did. But people will never forget how you made them feel.”

President Jane Stankiewicz called the meeting to order at 9:40 AM.

A motion was made to authorize the Office Administrator to take meeting minutes for review, approval and distribution by the clerk. **SO VOTED**

Members in Attendance: Beaton, Brooke, deSa (via Zoom), Doyle, Ellis, Mayall, McKnight, Natho, O’Connell, Saber, Stankiewicz.

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

Members excused: Beaulieu, Laflamme, Macomber, Montague.

The minutes of the September 8, 2022 board meeting were approved as distributed. **SO VOTED**

Report of President: President Jane Stankiewicz reported:

1. Strategic Plan discussion
 - a. Executive committee had wrap up meeting with consultants following retreat
 - i. Consultants recommend strategic plan & sent proposal
 - ii. Proposal for \$12,500, retreat \$8,500, total \$21,000 (\$17,500 last time)
 - b. Why strategic plan?

- i. Completed prior strategic plan
- ii. Create own future vs being reactive
- iii. Lots of questions to address (two big ones: sustainability – growing need vs resources - fundraising & growth)
- iv. Strategic plan gives road map
- v. Brings everything together in one place – provides vision for operational execution
- vi. May be changed and/or extended if needed
- c. If moving forward with Strategic Plan
 - i. Committee will be multi-disciplinary
 - 1. If discussing topic not represented by members – will invite chair or representative from relevant committee
 - ii. Report progress at board meetings
 - iii. Will start progress when consultants available
 - iv. Continue work as is, can make changes or adjustments as information becomes available
- 2. Motion made to embark on Strategic Planning. SO VOTED
- 3. Motion made to engage Cahners & Donahue to facilitate the Strategic Planning process for \$12,500 per proposal. SO VOTED

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

- 1. FLO Newsletter
 - a. Lots going on with Community Partners
 - b. This month featured Board, next month will feature Staff – help to educate difference
 - c. ARAW sent list of 5 beneficiaries who self-identified to NBPD for visits, received 3 referrals from NBPD: one on hospice, one refused to give financials info, one not answering phone
 - d. Contents of newsletter culled from trending concerns, community opportunities, Community Partners & Beneficiary Advocates
- 2. Activity sheet: no questions
- 3. BA Reports
 - a. Housing crisis, rising utility costs
 - i. ARAW provides resources – RAFT, housing works, PACE, Fresh Start, etc.
 - ii. Come back to ARAW if financial need
 - iii. Exceptions made if truly nowhere else to turn
- 4. Bank of America
 - a. Working on a potential presentation “Fiduciary Responsibility”
- 5. Community Engagement
 - a. Clare will be meeting with Community Foundation
 - b. Clare to give presentation at the Whaling Museum

6. CPG updates
 - a. 2nd quarter reports due October 15th
 - b. Zeiterion
 - i. Contact Ashley left, looking for replacement, Molly McCarthy in interim
 - c. LGBTQ+
 - i. Maureen Dugas (social worker) dropped off brochures at ARAW office
 1. Brought referral already known to ARAW – glad to have connection for collaboration
 - ii. Trainings at various community organizations – will do one for ARAW staff and COA outreach will be invited
7. Beneficiary Highlight: Lucille Bourgeois
 - a. Moving to Whaler's Cove
 - b. Many organizations involved – ARAW acted as convener due to urgency
 - c. Personal advocate explored every option
 - d. ARAW paying first & last month's rent and portion of moving costs
8. Looking for hostesses for October 19th luncheon – Clare to send list of registrants
9. Will be looking for volunteers for soup deliveries on November 18th
10. Parking passes for 174 Union distributed

Report of Finance Committee: Chair Mary Ellis reported:

1. Motion made to approve August 2022 financials, with change made to red for Retreat/Strategic plan August Actual. SO VOTED
 - a. Summary sheet education
 - i. Top half comprised of budget line items (breakout: retreat, move)
 1. 1st column is FY budget
 2. 2nd column is YTD budget
 - a. Each month is 1/12 of budget except for Direct Support (larger in December for holiday gifts), Grants (checks twice per year) and taxes (Michelle does breakdown)
 - b. Cumulative, so August shows 5/12 of YTD budget
 3. 3rd column is YTD actual
 - a. Helpful to look at YTD actual vs YTD budget
 - ii. Bottom half comprised of breakdown of Direct Support
 - iii. Green is under budget, red is over budget
 - iv. Explanations in notes for over budget, adjustments & points of interest
 - v. Breakdown of any line item can be provided
2. Motion made to approve Spending Strategy, as distributed. SO VOTED
 - a. Needed IPS approved first – two documents are tied together
 - b. 5% spending
 - i. IRS requirement for 501 (c)(3) status

- ii. 5% based off previous year
- iii. Portion of all spending is qualified: Direct Support and Grants are 100% qualified spending
- iv. If 5% not spent – 30% tax implication on short fall
- v. Overspending for past 5 years able to be carried over

Report of Visiting Committee: Chair Jeannette Doyle reported:

1. No meeting this month
2. If visiting in person must follow current protocols in place (in handbook)
3. Visiting reports: Mary Ellis
 - a. Karyn Ponte
 - i. New friend – screens calls
 - ii. Owns home in New Bedford
 - iii. Unwilling to go to luncheon – doesn't want to be surrounded by "old ladies"
 - iv. Was waiting on home health aid during call – "People can't be depended upon."
 - v. Family currently living on Martha's Vineyard but may make move to Cape
4. Next month – Jo-Ann Beaulieu

Report of Beneficiary Committee: Chair Pam McKnight reported:

1. A motion was made to accept recommendations from the Beneficiary Committee as distributed. SO VOTED
 - a. 14 requests (6 new), 7 updates (1 inactive)
 - b. Increased costs (rent, utilities) – throwing off budgets, creating anxiety
2. New Beneficiary Highlights
 - a. Louise Martins (69 y/o)
 - i. Moved to BOA Vista from rooming house
 - ii. Currently sleeping on trundle bed
 - iii. Committee approved bed and \$150 Walmart gift card for bedclothes

Report of Governance Committee: Chair Debbie Brooke reported:

1. Presented new draft of By Laws and reviewed changes, as distributed
 - a. One month to review – any questions sent to Debbie
 - b. Will vote in November at Board meeting
 - c. Worked to make document more flexible
 - d. Two big changes: New executive committee makeup to reflect current practice, Omitting most committees – can add any needed
2. Constitution change will need to be filed
 - a. Eliminated term "Member"
 - b. Will receive copy for handbook once filed

Report of Grants Committee: Chair Rosemary Saber reported:

1. Next meeting October 28th at 9:30

Report of Legacy Committee:

1. Committee can answer any questions about minutes
2. Roseanne shared committee's idea for a "Boxing Day" to sort through boxes of files

Report of Personnel Committee: Chair Angela Natho reported:

1. No meeting in October, next meeting November 18th

Other Business:

1. Think about possible get together for holidays with potluck
2. Carolyn Moore (beneficiary): Will states \$10,000 to be given to ARAW (on file)
3. Clare vacation – October 11th to the 26th – continue to use admin email

The meeting was adjourned at 11:44 am.

Recorded by,
Jenny Costa, Office Administrator

Approved by,
Gale Beaton, Clerk