

**Association for the Relief of Aged Women
Minutes of the Regular Monthly Meeting, July 9, 2020**

President Rosemary Saber called the meeting to order at 9:33 AM.

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

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

Members Absent: Pinarreta.

May Reflection: Roseanne O'Connell shared In April 2011, Maya Angelou was interviewed by Oprah on her 70+ birthday. Oprah asked her what she thought of growing older. And, there on television, she said it was "exciting..." Maya Angelou also said this: "I've learned that no matter what happens, or how bad it seems today, life does go on, and it will be better tomorrow. I've learned that you can tell a lot about a person by the way he/she handles these three things: a rainy day, lost luggage, and tangled Christmas tree lights. I've learned that regardless of your relationship with your parents, you'll miss them when they're gone from your life. I've learned that making a 'living' is not the same thing as 'making a life. I've learned that life sometimes gives you a second chance...I've learned that you shouldn't go through life with a catcher's mitt on both hands; you need to be able to throw some things back...I've learned that whenever I decide something with an open heart, I usually make the right decision. I've learned that even when I have pains, I don't have to be one. I've learned that every day you should reach out and touch someone. People love a warm hug, or just a friendly pat on the back...I've learned that I still have a lot to learn...I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

Report of Clerk: The minutes of the June 11, 2020 meeting were approved with one change: Roseanne O'Connell clarified reason for reading her granddaughter Charlotte Dutton's poem about peonies was because as the meeting was not in person she could not continue her tradition of bringing peonies for centerpieces.

SO VOTED

Report of President: President Saber reported:

1. Gretchen Whipple has resigned from the board
 - a. She will be turning in remaining birthday cards for the year
 - b. Rosemary will ask that she still do board survey
2. Roseanne and Jeannette sent thank you cards for plants
3. Rosemary expressed thanks for the committee chairs hard work and meeting reports
4. Executive session once this meeting ends to discuss paid time off (PTO)
5. Reminder to do board survey
6. Reminder to send annual policy documents and \$1 donations
7. Would like to direct Governance Committee to consider establishing a Personnel Committee

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

1. Correction to agenda: Beneficiary Task Force and Finance Committee meetings should be July not June
2. BBGM Status and Training
 - a. Completed and submitted import data – cleaning up still to do
 - b. Clare has completed 21 hours of training with some hours left to complete, Jenny to start training next week
 - c. Grant RFP should be active for launch
3. Health Plan
 - a. ARAW now offering health plan to employees
 - i. Tufts Direct Gold
 - ii. Sharon has taken, Jenny still thinking about it
 - iii. Through Paychex
 - iv. Started July 1st
 - b. Will be looking into equality of offerings
 - c. FSA is set up
 - d. No 401k at this time
4. Wamsutta Update
 - a. Received call of reopening last Wednesday
 - b. Needed to close again on Thursday
 - i. Different license required more steps
 - ii. Hoping to open mid-July
 - iii. Will keep the board updated
5. Community Partner Quarterly Review
 - a. Met via Zoom – each partner had at least one representative
 - b. Gave each partner a chance to update on what they have been doing
 - c. Clare shared in a presentation:

- i. Graphs from annual report
 - ii. High level goals of Strategic Plan
 - iii. Friendship Outing and Lunches (FLO) update
 - iv. Information from Beneficiary Task Force
 - v. New visiting model of phone visits (Very well received)
- 6. Grant Compliance Meetings
 - a. Meetings with Dartmouth COA, New Bedford COA and Immigrants' Assistance Center
 - b. Sent summary of meetings to Grants Committee – can share with any other board member who is interested
 - c. Discussed current performance could have an impact on future funding
 - d. New Bedford COA and Immigrants' Assistance Center full of excuses
 - e. New Bedford COA
 - i. If Pat can't do SHINE it's not worth having her
 - ii. Everything is different
 - 1. Have been transparent in transition for a long time
 - f. Immigrants' Assistance Center
 - i. Lots of reiteration of same message
 - ii. Have received reports since meeting
 - iii. Need continual consistent messaging
 - g. Dartmouth COA
 - i. Took full responsibility
 - ii. Only waiting on FY20 financials since meeting
 - iii. Have seen improvement already
 - h. What happens if New Bedford COA loses funding?
 - i. Very real possibility
 - ii. Will come up with different scenarios
 - iii. Sharon has already been reaching out to other referral sources in New Bedford to start relationship
 - iv. Question posed to go above Deb Lee?
 - 1. Even if going above Deb or to the Board of the COA, things will only change if Deb chooses to step up or she is replaced
- 7. FLO Newsletter and ALBA Outreach
 - a. Sharon has continued as an outreach worker in house
 - b. Sharon has started to form relationship with referral sources
 - i. 19 Contacts
 - ii. Reaches out by phone first, then sends packet, then will continue with follow up

- c. FLO Newsletter
 - i. Included re-envisioning of program
 - ii. Distributed to all beneficiaries by mail
 - iii. Offered to pay for Zoo admission and transportation on an individual basis
 - 1. Three beneficiaries are signed up for the zoo
 - 2. Two beneficiaries requested transportation to the End Zone restaurant
 - 3. One beneficiary request transportation to the bank

Report of Finance Committee: Treasurer Ellis reported:

- 1. Committee's current priority is to form an Investment Committee
 - a. Working on recruitment plan
- 2. Will be meeting with Jason to go over 4 strategies
 - a. Will bring information to next board meeting
- 3. A motion was made to accept the June 2020 FINANCIALS as written. SO VOTED
 - a. Excluded was \$300 contribution from Next for EPERS referrals
- 4. A motion was made to approve an increase in FSA startup fee from \$300 to \$600. SO VOTED
- 5. A motion was made to consolidate all financial accounts (investments, credit card, checking) at Bank of America by transferring checking from Citizen's Bank. SO VOTED
 - a. More timely reporting
 - b. No fees if balance is kept above \$15,000
- 6. A motion was made to accept FY20 Financial Review as compiled by Burke & Lamb and distributed to the ARAW board. SO VOTED
 - a. Final copy with revision to page 7, line 7 was sent to board

Report of Visiting Committee: Chair Bachman reported:

- 1. Met June 23, 2020
 - a. Reviewed new set up of phone visiting
 - b. Board assignments finalized (Will need to reassign Gretchen's)
 - c. Committee is reviewing forms for next meeting
 - d. Presentation of visiting packet and assignments at August board meeting

Report of Beneficiary Committee: Chair Laflamme reported:

- 1. A motion was made to accept recommendations of the Beneficiary Committee as distributed. SO VOTED

- a. 10 requests, 9 approved, 1 declined
2. Beneficiary Task Force
 - a. Will be looking at an increase in income limit for homeowners
 - i. Sharon made recommendation
 - b. Annual reviews will be required
 - c. Report on new beneficiaries at board meeting
 - i. Help keep connection to beneficiaries
 - d. Err on the side of compassion

Report of Governance Committee: Chair Brooke reported:

1. Thanks to all for doing Self Evaluation Survey
2. Recommendation to approve the draft trial Executive Committee plan
 - a. No vote, consensus to move forward with plan
3. A motion was made to roll a strategic plan objective to governance from Executive Committee. SO VOTED
 - a. Strategy 2 – improve structure of Board Meetings
4. A motion was made to recognize we are out of compliance with bylaws. SO VOTED
 - a. Article 2: Board monthly meeting – Executive Committee decides when and where
 - b. Article 9: Executive Committee – make up and monthly meetings
 - c. Article 12: Vacancies – Executive Committee approves new members

Report of Grants Committee: Chair Stankiewicz reported:

1. Met June 30, 2020
 - a. Reviewed detailed timeline
 - b. RFP promotion starts over the next weeks
 - i. Communications to targeted organizations
 1. Send suggestions for organizations to ARAW office
 - ii. General press in paper and on ARAW website
 - iii. Will offer Q&A forums
 - c. Application approvals will be voted on at February board meeting
 - d. Monies will be sent out April 1st

Report of Nominating Committee: Chair Saber reported:

1. Susan on leave of absence during the summer
2. Recommendations for new members
 - a. Interest in community and solving women's problems
 - b. Time commitment
 - i. Temporary during transition? – No, consistent with past

- ii. Could there be a work around for those still working?
3. Governance Committee to look at recruitment plan

Report of the Outreach Committee: Chair Melo reported:

1. Reviewed changes to website – reflect marketing materials

Other Business:

1. Monthly Activity Report
 - a. Highlight a few in Executive Director report next month
 - b. Connection to beneficiaries
2. Two deaths since agenda sent: Ruth Ferreira and Claire Amaral

The meeting was adjourned at 11:15 am. Executive Session to follow.

Recorded by,

Approved by,

Jenny Costa, Office Administrator

Gale Beaton, Clerk