

**Association for the Relief of Aged Women
Minutes of the 154th Annual Meeting – April 29, 2021**

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

History of ARAW Gavel: President Rosemary Saber gave a brief history of the ARAW gavel. She shared the gavel was made in 1928 from an old birch tree on the James Arnold estate by Mr. and Mrs. Charles Price. Molly Little added a ribbon during her tenure as president.

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

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

Members Absent: Bachman, Melo, Natho.

Introduction of New Staff: Executive Director Clare Healy Foley introduced Patricia Midurski as the ARAW Beneficiary Advocate. Patricia joined the ARAW office on April 1st though she is not new to the ARAW mission. She is a force of nature in the community currently working at the ARAW and the Acushnet Council on Aging. She is also an RN and certified dementia practitioner. She lives in Acushnet with her husband and two daughters where she owns and runs a farm. Clare shared how happy we are to have Patricia on board as an invaluable addition to our office staff.

Introduction of New Board Members: Governance Chair Debbie Brooke introduced Cathy Mayall as a new member to the ARAW Board. Cathy started in September 2020 and has jumped right in, particularly with the Finance and Personnel Committees.

Report of the Clerk: The minutes of the 153rd Annual Meeting, June 11, 2020 were approved as written. SO VOTED.

Moment of Silence: Beneficiary Chair Diane Laflamme read the names of beneficiaries who we lost during FY21, followed by a moment of silence: Fernanda Alves, Claire Amaral, Nair Costa, Alice Crowley, Dorothy Cunha, Barbara Donaghy, Doris Fahey, Ruth Ferreira, Lorraine Fontes, Nancy Gonsalves, Laura Law, Sister Jean Marie Lyonnais, Cecilia Mattos, Dolores Michael, Bridget Morrison, Providencia O'Canó, Evelyn Rapoza, Auracelia Souza, Priscilla Taylor and Thelma Wheelock.

History of the Association: Outreach Chair Roseanne O’Connell read a brief history of ARAW written by Florence Davenport in 2008 which included an address from Rachel Howland on the occasion of the ARAW’s 10th anniversary.

Recommendation of the Treasurer: A motion was made to approve the preliminary FY21 year-end financial report. SO VOTED

2021 Sandra Fogg Beneficiary Fund Recipient Announcement: Beneficiary Chair Diane Laflamme announced this year’s recipients will be Susanne Auger and Diane Auger. Susanne and Diane are twin sisters who live together and pool resources to make ends meet. They are proud and not ones to ask for help but are very appreciative of everything the ARAW has provided to them. The \$1,500 award will go towards a new oil tank recently installed.

Recommendation of the Governance Committee: Governance Chair Debbie Brooke presented the FY22 Slate of Officers, Committee Chairs and Committee Members.

A motion to accept the Slate of Officers, Committee Chairs and Committee Members for FY22 was made. SO VOTED

President’s Remarks: President Rosemary Saber reported:

1. Thank you to all – Everyone had a role this year and stepped up to the plate
2. It has been a great year
 - a. Lots of committee work done supported by the staff
 - b. Tireless hours spent implementing new Blackbaud database
 - c. Investments have done well
 - d. Special thanks to Jeannette and Jo-Ann for aiding in a smooth transition of leadership and to Cathy Mayall and Angela Natho for hitting the ground running as new members

Report of Beneficiary Committee: Chair Diane Laflamme reported:

1. Committee and Task Force both active this year
 - a. Committee approved nearly \$360,000 to 271 beneficiaries (58 new)
 - i. Thanks to diligence of staff and outreach workers
 - ii. Logistics of requests and updates have improved over last year
 - b. Task Force sought to refine process for support
 - i. Forced to look at own values and biases
 - ii. Looked at the who, what and how
 - iii. Worked to understand limitations of ARAW’s role
 - iv. Struggled with independence vs. safety
2. Goals for FY22
 - a. Identify more beneficiaries through outreach and programs
 - b. Increase number of beneficiaries and support

- c. Increase tech support to beneficiaries

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

1. FY21 Achievements
 - a. Welcomed Sharon O'Malley and introduced FLO program – successful new in house model
 - b. Adapted to COVID restrictions – protocols and communication
 - c. Blackbaud transition and learning
 - d. Community Partner relations – Compliance w/existing, RFP process to establish new
 - e. Supported the vision of the board through committee work
2. FY22 Goals
 - a. Form a productive working relationship with Pat Midurski – allowing Sharon to do her full job and meet the needs of the in house census
 - b. Effectively work with FY22 community partners to ensure goals are met and intentions are realized to their full potential – integration and introduction of programs to existing and potential beneficiaries
 - c. Establish referral sites to broaden our philanthropic reach in a balance and practical way which is in relation to our capacity – respective of financial and human resource concern
 - d. Continue to work with the committees and board to achieve their goals
3. Thank Yous
 - a. Community Partners – NBCOA and IAC (Up until Nov 2020), ACOA, DCOA, FCOA and WCOA – Incredible commitment, compassion and dedication
 - b. Staff: Jenny, Sharon and now welcoming Pat – having right people in right position is key to success

Report of Finance Committee: Chair Mary Ellis reported:

1. Thanks to committee – group of rockstars, especially Jeannette for her guidance during transition and Cathy for hitting the ground running
2. Formed Investment Advisory Committee as part of strategic plan
 - a. Through board suggestions, 4 professional, engaged advisors were identified
 - b. Group has worked well with Bank of America
 - c. Investment Policy Statement drafted – going to board in May
 - d. Gave confidence to approach Bank of America to reduce fees – BOA agreed to a 20% fee reduction
3. Assessed need for new office space
 - a. Cathy gathered information
 - b. Ultimately put on hold for the moment
4. Identified a need for a Spending Policy
5. FY22 Goals
 - a. Develop a Spending Policy with guidance of IAC and BOA

- b. Develop a 3-5 year Financial Plan

Report of Governance Committee: Chair Debbie Brooke reported:

1. Began work on by-laws, thanks to Gale for chairing sub-committee
2. Updated documents – responsibilities, job descriptions, succession plan, etc.
3. Created Board Member Handbook
 - a. Available to board members now
 - b. Contains forms to be completed and returned to ARAW office
4. Updated Strategic Plan (In packet)
 - a. Accomplished task in green
 - b. In progress tasks in yellow
 - c. Future target date tasks in red
 - d. Additional success indicators added
 - e. Strikeouts – advised by committee as not appropriate or necessary
5. FY22 Goals
 - a. Increase board education
 - b. Look at board membership/recruitment
6. Thank you to committee for hard work

Report of Grants Committee: Chair Jane Stankiewicz reported:

1. Thank you to committee for commitment and time spent
 - a. Thanks to Clare for leadership
2. Third year of improving grants process
3. RFP developed and implemented
 - a. Received many proposals
 - b. Met with every potential grantee over Zoom
 - c. Awarded over \$275,000 to 11 agencies, 7 of which were new
4. Ended partnership with New Bedford COA and Immigrants' Assistance Center for FY21 due to non-compliance
5. FY22 Goals
 - a. Assess FY22 RFP process
 - b. Determine funding priorities for FY23
 - c. Develop FY23 RFP
 - d. Monitor and evaluate FY22 Community Partners

Report of Outreach Committee: Chair Roseanne O'Connell reported:

1. Committee first formed to make ARAW known to the public
2. Thanks to Olivia for time as chair – offered a lot of knowledge to committee
3. FY22 Goals
 - a. Legacy Committee – renaming for committee, relook at tasks and goals.
 - b. Preserve the past, honor the present, look to the future

Report of Personnel Committee: Chair Pamela McKnight reported:

1. With expansion of staff – time for policies to be in place
 - a. Started with most pressing – Workplace Safety and Work from Home Policy
 - b. Benefits and Paid Time Off – used other organizations as benchmark
 - c. Workplace Policies – dress code, etc.
 - d. Policy Handbook developed and reviewed by legal
2. Started as Ad-Hoc Committee – became standing committee in January
 - a. Will review policies and benefits annually
 - b. Will resolve any employee grievances
3. FY22 Goals
 - a. Policy Handbook to be brought to board for approval
 - b. Continue to review benefits – health insurance, etc.
 - c. Professional Development
 - d. Create process for Executive Director compensation and review
4. Thank you to committee – not just knowledge but also wisdom

Report of Visiting Committee: Office Administrator Jenny Costa reported:

1. Thanks to committee – Shannon’s words from annual report
2. FY21 focused on refining the visiting program
 - a. COVID provided a unique opportunity to enhance our friendships with beneficiaries
 - i. Developed and implemented new process for visiting through phone calls
 1. Created packets with guidance of committee
 2. Deepened relationship – each board member kept same list of beneficiaries
 - ii. Refined board meeting reporting to keep connection to beneficiaries
 - iii. Developed and implemented training program for new board members
3. FY22 Goals
 - a. Absorb birthday card program and revisit criteria
 - b. Evaluate visiting process after one year (July 2021)
 - c. Determine ongoing visiting process – continue on phone, go back to in person, hybrid

Introductions: Brief introductions were given by all those present.

There being no further business, the Annual Meeting adjourned at 11:13 am.

Recorded by,

Approved by,

Jenny Costa, Office Administrator

Gale Beaton, Clerk