

**Association for the Relief of Aged Women
Minutes of the Regular Monthly Meeting, October 12, 2023**

President Jane Stankiewicz called the meeting to order at 9:30 AM.

Members in Attendance: Beaton (via Zoom), Brooke, de Sá, Garibaldi, Laflamme, Macomber, McKnight, Natho, Saber, Stankiewicz.

Executive Director Clare Healy Foley and Director of Data, Administration and Quality Assurance Jenny Costa also present.

Members excused: Mayall.

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

1. Mary Myers (92) New Bedford
 - a. Inactive with ARAW at time of death (moved out of area).
 - b. ARAW provided hearing aids.
 - c. Six children.
 - d. Lived with disabled son.
 - i. Concerned about what would happen to son when she died.
 1. Conducted interviews for replacement caregiver.
 - ii. Together they watched movies and did arts and crafts.
 - iii. Son was talented piano player.
 - iv. Son died before her in auto accident.
 - e. Very robust life – had many jobs, learned to play ukelele in her 80s.
2. Viola Days (102) Fairhaven
 - a. Part of ARAW family since 2007.
 - b. ARAW provided BCBS and EPERS.
 - c. Lived in multifamily home with daughter who cared for her.
 - d. In most recent update, letter stated she had a robust appetite for a 102 year old.
 - e. Died one month before 103rd birthday.

Reflective Moment: With the recent Friendship Task Force meeting and Surgeon General's report on loneliness in mind, Gale thought it fitting to share Gillian Jones's poem *A Friend*:

*A person who will listen and not condemn
Someone on whom you can depend
They will not flee when bad times are here
Instead they will be there to lend an ear
They will think of ways to make you smile
So you can be happy for a while*

*When times are good and happy there after
They will be there to share the laughter
Do not forget your friends at all
For they pick you up when you fall
Do not expect to just take and hold
Give friendship back, it is pure gold.*

Clerk's Report: Clerk Gloria de Sá reported:

1. Minutes of the September 14, 2023 were approved with amendments to change Visiting Committee to Beneficiary Committee and under grants change review of 2nd quarter reports to 1st quarter reports. SO VOTED.

Report of President: President Jane Stankiewicz reported:

1. Welcome to Linda Garibaldi
 - a. Presented with ARAW pin.
 - b. Each person present gave a brief introduction of themselves including why they are part of ARAW.
2. Jane and Diane to schedule and conduct Board member check-ins by Thanksgiving.

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

1. Activity Sheet/BA Reports – clarification of acronyms used.
2. FLO Newsletter
 - a. What is ARAW?
 - i. Meant to give understanding of ARAW.
 - ii. To be used in future – potentially with new referrals, family members, community partners, etc.
 - b. What is friendship?
 - i. Looking at friendship from all angles – wanted beneficiary input.
 - ii. Responses to be brought to next Friendship Task Force meeting.
3. Orientation
 - a. First step of orientation for Linda began last week.
 - b. Debbie Brooke is mentor.
 - c. Next step is invitation from chairs of Governance, Finance and Beneficiary to attend an upcoming committee meeting.
4. Financial Empowerment Workshop
 - a. Led by representative from BayCoast Bank.
 - b. Representative from United Way also present.
 - c. Topics covered not relevant for ARAW beneficiaries – will be adjusting for future workshops.
 - d. BAs to make calls to those who attended for feedback.
5. Farm Visit
 - a. Huge success although not many attended.
 - b. Hope to do again in future.
6. Soup delivery 11/17
 - a. Volunteer opportunity for board members.
 - b. Due to parking difficulties, may try to make all home deliveries this year.

7. Holiday cards to be ordered in November – each board member will be given 20 with script to fill out and return to office.
8. Holiday luncheons
 - a. Beneficiary luncheon on 12/13 – volunteer/hostess opportunity.
 - b. Board luncheon to follow board meeting on 12/14.
9. Community Engagement – Jessie (Clare’s dog)/Women’s Center
 - a. Jessie has aided in connecting with tenants from across the hall.
 - b. Executive Director Kristin Batstone came over for introductions.
10. Beneficiary Highlight – Financial Empowerment
 - a. ARAW application
 - i. Currently used internally only – could be tool for beneficiaries.
 - ii. BAs to begin bringing laptops on home visits when appropriate.
 - iii. Printed applications to be mailed with award/declination letters.
 1. When seeing application, missing items identified.
 2. Can be used as a tool for budgeting.
 3. Provides additional rationale for decisions of board.
 - iv. Will report back to board on how it goes.

Report of Finance Committee: In Chair Cathy Mayall’s absence, Clare Healy Foley reported:

1. Motion made to approve FY24 YTD (April 2023 to September 2023) financials, as distributed. SO VOTED.
 - a. First page - Income
 - i. Investments down \$800K+ in September, down \$400K+ YTD.
 - b. Second page – Expenses
 - i. Under budget on overall spending in September and YTD.
 1. Over on admin – kitchen renovation, error in Professional Development calculation.
 2. Over on newsletter in September – 12 pages.
 3. Over on utilities – phone bill coming in higher than quoted.
 4. Staffing line leveling out – Pat part time.
 - c. Third page - Breakdown of Direct Support line.

Report of Visiting Committee:

1. No report in October.
2. In need of someone to report in December – notify Clare.

Report of Beneficiary Committee: Chair Pam McKnight reported:

1. A motion was made to accept the recommendations from the Beneficiary Committee as distributed. SO VOTED.
 - a. 9 requests (1 new, 2 EDDF), 11 updates (1 inactive)

2. New Beneficiary Highlight – Debra Nunes
 - a. Referred by ARAW beneficiary.
 - b. Per Pat, living space is like Home Goods showroom.
 - c. -\$173 month end balance (MEB).
 - d. Working to make changes – applied for PACE, set up electric payment plan, etc. – more work to do.
 - e. Adding to FLO – to attend financial workshop and relook at in 4 months.

Report of Governance Committee: In Chair Gale Beaton’s absence, Clare Healy Foley reported:

1. Bios included in packet – chance to read through and make edits if desired.
2. Debbie to host party on December 7th – invitation to come.
3. Motion made to accept REVISED New Member Onboarding Guidelines, as distributed. SO VOTED.

Report of Grants Committee: Chair Rosemary Saber reported:

1. 2nd Quarter reports due October 15th.
 - a. Clare sent reminder email.
 - b. Already received Westport Council on Aging.
 - c. Z granted extension due to death in the family.
2. DEAF Inc. – committee discouraged so far, not understanding partnership.

Report of Personnel Committee: Chair Angela Natho reported:

1. Reviewed new Performance Form (metric system) – committee endorsed.
2. Committee to look at potential staff holiday gifts in Oct/Nov – will bring to board meeting in December.

Report of Friendship Task Force: Chair Debbie Brooke reported:

1. Pleased to have large committee.
2. Purpose: to ensure friendship is part of experience for all beneficiaries.
3. Working definition of friendship – connection, relationship, sense of community.
4. Want to enhance delivery – make meaningful for both beneficiary and board members.
5. Clare provided examples of many varied ways ARAW currently provides friendship – FLO, BAs, newsletter, peer beneficiaries.
 - a. ARAW’s responsibility – not just board members.
6. In the future, task force will create guidelines.
7. Office to take look at current census, board members to review their lists.

Report of Legacy Task Force: Chair Diane Laflamme reported:

1. Still going through boxes – almost done.

2. Rather than invite Linda to meeting, will bring to Whaling Museum to look at archives.

Other Business:

1. Office closed for Veteran's Day on 11/10.
2. Documents distributed for Board Member Handbooks: Table of Contents, updated Board of Directors contact list, updated Board of Directors terms, updated list of Committee membership.
 - a. Governance committee short one member – to look at guidelines.
 - b. No Board Meeting in November.
 - c. Grants Committee and Friendship Task Force meetings TBD.

The meeting was adjourned at 10:52 am.

Recorded by,
Jenny Costa, Office Administrator

Approved by,
Gloria de Sá, Clerk