

MINUTES

DATE: August 16, 2017

Council on Aging Board

Senior Center

230 Webster Street, Marshfield, Ma 02050

ATTENDANCE: Martine Anderson, Marcy Amore, Sheila Gagnon, Maureen Rosenberg, Carol Hamilton, Barbara Van Houten, Paul Winget, Booster Board Member Peg Davis.

ABSENCE EXCUSED: Bill Scott, Fred Monaco, Maureen Saunders

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:33 PM

APPROVAL OF MINUTES: Martine Anderson moved to approve the minutes of the July 19, 2017. Seconded by Maureen Rosenberg. Motion passed.

LIAISON REPORTS:**COA BOOSTERS:**

Peg Davis, President of The Boosters, presented an update on upcoming Booster events.

- **October 21, 2017** the Boosters are presenting a show at the COA with "Gary the Silent Clown". In addition to the show, there will be ice cream in the COA parking lot from the 'famous' Lil Duke's Ice Cream Shoppe in Pembroke.
- **November 4, 2017** is the Booster's Craft Show.
- **2018** - Upcoming is the possibility of a music concert sometime next year. The Infractions and The Loving Cup are two of the bands that are being looked at to perform.
- **2018** – The Booster Fest is being considered to be moved to either January or February 2018.

OCES:

No Report.

OCPC:

Martine attended the Pembroke OCPC August 2017 monthly meeting. This month's meeting subject was "Beyond the Clutter", "Understanding Hoarding Disorder and How to Help". Martine reported the speaker, Suzanne Otte, from Scituate Hoarding Response Team, presented an extremely informative talk and took the participants through topics on Myths and Truths about Hoarding, Understanding Hoarding, Signs of Hoarding, etc., as well as Helping Others with Motivation, Goal Setting, Takeaways, etc. Martine suggested holding a class on this topic at the Marshfield COA. This was well received by the Board in attendance with more to come.

COMMITTEE ASSIGNMENTS AND REPORTS:**ACCREDITATION:**

No meeting – No report –

Marcy is in the process of editing the Evaluation Standards.

BUDGET/STAFFING/FISCAL MANAGEMENT:

No meeting –

See Director's Report

GOVERNANCE:

No meeting.

Sheila will set up a meeting to discuss policies that are up for review.

GROUND:

No meeting.

Martine worked with our new Grounds Volunteer, Jack, this past week cleaning up the weeds in the front garden. Thank you Martine and Jack!

EVALUATION:

Bill reported thru email that the Evaluation Committee met on August 8 and reviewed the updated "Evaluation Plan Tracker", prepared by Lynn Gaughan. There was a discussion surrounding a transportation survey that would focus on our effectiveness in meeting senior transportation needs.

There was a discussion on the UMass study in preparation of the Senior Center expansion needs. A recommendation was made to further discuss a UMass grad student to help develop or share study formats for assessing senior needs which would be a great resource for the COA and the Evaluation Committee. Next scheduled meeting is Tuesday, November 14, 2017 at 10:30 am.

EVENTS—VOLUNTEER RECOGNITION:

Donna Weinberg presented a package to the Board, that outlined the upcoming Volunteer Recognition Luncheon which will be held on October 14, 2017. The documents outline the 2017 costs versus the 2016 costs for the luncheon, as well as copies of letters to the various businesses that donate to the success of the luncheon. These include CVS, Foodies Markets, Stop & Shop Supermarkets, Shaw's/Star Supermarkets, and Big Y Supermarkets. Thank you to all!! Thank you Donna and The Boosters!!

TECHNOLOGY:

No Meeting.

MARKETING/ OUTREACH:

No Meeting. Maureen R reported that as part of the initiation to market the Senior Center the videos that were recently filmed along with interviews of some of the classes and programs is completed and there will be a "video premier" presented on September 21 at the Senior Center. Details of this event will be forthcoming.

PROJECT DEVELOPMENT:

No Meeting.

STRATEGIC PLANNING:

No Meeting. Paul reported that he and Joan Butler made a visit to the Hingham Senior Center to check out their "Café". The Hingham "Café" is actually shared as a part of the Hingham Town Hall. Paul shared some pictures he took of the "Café" which is quite large. More research to be done on this project.

TRANSPORTATION:

No Meeting.

DIRECTOR'S REPORT:

1. The Sheriff's Dept. will be finishing the exterior painting by the first week in September per Mike Cadette.
2. The contracting firm finished the work on the pergola and the patio area, with the assistance of Brian Adams, the BOS and Rocco Longo.
3. We had 21 participants in the "AARP Safe Driving Program" who completed the course this past Monday the 14th.
4. The Art in Bloom Exhibit was beautiful and was well attended with approximately 80 people coming through the doors.
5. We will be offering a beginner computer course with volunteer John Kolstad on August 21st from 9-12. John has also informed us that he has 2 refurbished lap tops for income eligible seniors through the Masons. The COA staff will work with John on identifying income appropriate recipients.
6. Senior Citizen day at the Marshfield Fair is August 22, and the COA will be having buses transport seniors to the fair. The COA will have an information table in the Senior Tent.
7. Our new bereavement support group will be starting on August 18th @ 1:00 pm for a 6-week program. This is being offered by Beacon Hospice.

8. We are offering a cultural trip to a play entitled "Lizzie" on October 22nd at the Norwell Theatre.
9. Lifelong Learning Kick Off is September 12th and the 2nd Kick off registration is the 16th of September.
10. Phase II of the outdoor recreation is in a holding pattern until the trees can be cut. The in-kind tree cutting will affect the plans and bid specs cost, which will have to be adjusted once the job is completed. DPW and Weston and Sampson will have to examine the site before moving forward with the bid.
11. The annual report is due on September 12th. Members of the staff are working on various parts of the report. There is no word on when we will get the final figure for the Formula Grant. Once we know we will have a better idea of staffing.
12. We are working on getting another Senior Aide through Citizens for Citizens. The applicant is eligible but still going through the application process. This senior aide will be assisting us with various functions.
13. Lynn Gaughan has developed a front desk guide. (see sample)
14. At a recent Department Head meeting Rocco discussed the operational and capital budgets. Patrick Della Russo is taking the lead on budgets and will put out a directive to departments next week. No new staff and level funding will be included in the directive. We will have to review our capital requests and update the information for submittal.
15. We are experiencing problems with our phones. The phone equipment company is looking into some new parts. I asked them to get me a price on a new phone system and have also reached out to Jon Nash, IT.
16. We received a grant of \$3000 from MCOA for the second year of the Encore Career Seekers Networking Group in conjunction with the town of Halifax. The sessions will begin in September.
17. We will be offering Flu clinics in coordination with Osco Pharmacy. Wednesday, September 20, 29, Oct 3, and October 19th.
18. We will be starting a new pastel painting class on Wednesday afternoons beginning September 6th.
19. We will be adding a new fitness class mid-September with Janet Enos. The class is beginning at 8:15 in order to accommodate the students.
20. The UMass study has been forwarded to Rocco Longo and Barbara Costa town accountant for review.
21. September is National Senior Center Month. We will commemorate this occasion by holding a special event on the 21st called "The COA Rocks". There will be a pre- lunch activity painting kindness rocks and we will unveil the new COA promo video the attendees.

OLD BUSINESS: N/A

NEW BUSINESS: N/A

COA BOARD VOTES:

Carol shared the newly developed Front Desk Guide written by Lynn Gaughan. This guide covers every step/responsibility for anyone who acts as a receptionist at the COA Front Desk. Lynn put a lot of thought and effort into developing the Guide.

Sheila entertained a motion to have the COA Board recognize and thank Lynn for all her work on this valuable document. Martine moved and Marcy seconded. Motion passed.

NEXT MEETING: The next COA Board meeting is scheduled for September 20, 2017 @ 3:30 P.M.

ADJOURNMENT: Meeting was adjourned at 4:55 PM. It was moved by Marcy and seconded by Maureen R. Motion passed.

Respectfully submitted,

Barbara Van Houten
Barbara Van Houten, COA Board Secretary