

MINUTES

September 16, 2015

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Joan Butler, Sheila Gagnon, Nancy Goodwin, Carol Hamilton, Bill Scott, Barbara Van Houten

ABSENCE EXCUSED: Martine Anderson, Tom Halliday, Bill Lyons

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:00 P.M.

APPROVAL OF MINUTES: Bill S. moved to approve the minutes of the August 19, 2015 meeting. It was seconded by Nancy. Motion passed.

LIASON REPORTS:

COA BOOSTERS: A Vendor Fair is scheduled for October 10th. The Boosters Annual Meeting is scheduled for October 22nd. Both events will take place at this Senior Center.

OCES: No report.

OCPC: No report.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: The nine members of the Community Input Committee (CIC) met on August 26th and gave positive feedback for the COA and, especially, for work done in the area of "Community Connections". Responses to the questionnaires they filled out have been consolidated. The Accreditation Committee will meet on October 7th to review this information and to review the list of documents needed to prepare for the "Governance" chapter.

BUDGET / STAFFING / FISCAL MANAGEMENT: No report.

GOVERNANCE: At the September 10th meeting the committee reviewed and accepted the Board Manual Table of Contents. Bill S. moved to bring it to the COA Board for a 30 day review. Joan seconded. Motion passed. The committee reviewed and accepted the Cash and Check Handling Policy. Bill S. moved to bring it to the COA Board for a 30 day review. Joan seconded. Motion passed. The committee reviewed and accepted the Cell Phone and Electronic Device Policy. Joan moved to bring it to the COA Board for a 30 day review. Barbara seconded. Motion passed. The committee discussed the Building Usage, Rules and Regulations Policy. Nancy will work on revisions and bring it to the next Governance meeting which is scheduled for October 19th.

GROUNDS: No report.

EVALUATION: At the September 1st meeting the committee discussed the recreation survey and agreed to review it before mailing it to Weston and Sampson on September 7th. Carol will ask that the survey be returned to the COA after tallying. A copy of the volunteer survey, drafted by S. Almendinger, was distributed. The committee will review it before the next meeting and discuss it at that time. The flowchart, with the feedback loop, was reviewed and minor changes were made. The revised committee charter, which included the feedback loop, was adopted and sent to Governance for review. A "job description" asking for an additional committee member was adopted and will be included in the October Link. The committee hopes someone with experience in evaluating programs, possibly from business or education, will answer the call.

EVENTS: The 2015 Volunteer Luncheon is scheduled to take place on October 3rd at this Senior Center.

MARKETING / OUTREACH: No report.

PROJECT DEVELOPMENT: No report.

STRATEGIC PLANNING: The next meeting is scheduled for October 15th.

TRANSPORTATION: No report.

NOMINATING COMMITTEE: The Nominating Committee met on September 16th and created an agenda for the annual election of officers to the COA Board. Nominations will be brought forth at the next Board meeting.

DIRECTOR'S REPORT:

- 1) As of September today, new walkway is paved and grading is going on. We have choice of sign mark ups see the following:
- 2) Senior Center Signs are completed for Webster St., by DPW Jim Jackson and will be installed this week.
- 3) Suggestion of mirror at end of senior center driveway, Carol spoke with the engineering department and will speak with the safety officer about what they think.
- 4) Warrant Article Submitted for Tax Relief \$15,000 request for Special Town Meeting
- 5) Special Town Meeting on; Monday, October 26 2015.
- 6) Received Grant for Volunteer Recognition for \$1216 from Peterson Trust.
- 7) Lifelong Learning sign up is on September 22nd at 9:30. Brochures are being finalized and will be printed this week.
- 8) Ribbon Cutting is next Thursday, September 24th at 9:30. Invitations have gone out.
- 9) Application has been submitted to CPC for funding the 2nd phase of the outdoor recreation area.
- 10) Bricks have arrived for Audrey McKeever and Judy Welch.
- 11) Donna, Carol and Suzanne met again and made more edits to the Volunteer Manual. We will meet again in October.
- 12) Nutritional Forum on September 28th in Sharon. (Flyer)

- 13) OCES 2 nutritional surveys being conducted one for Meals on Wheels and one for Congregate (handout)
- 14) We ended up with a waiting list for our fall prevention class. (17 people)
- 15) Great response to our Technology Fair with 30 attending in the tablet class.
- 16) Four Flu Clinics starting September 22nd through October 28th.
- 17) Two of health insurance presentations October 15th at 1:00 on Medicare by BC/BS and October 26 on Medicare D open enrollment.
- 18) We have recruited a new volunteer to do a meditation class Marilee Comerford.
- 19) Hiring an event coordinator 7 hours per week.
- 20) Hiring a new van driver for substitute driving.
- 21) We will be doing a Charlie Card Renewal Session at the Senior Center on Thursday, October 15th from 10-1.
- 22) Next Triad will be on Self Defense on October 14th at 1:00.
- 23) Meeting with OCES and RSVP wanting us to enter into an agreement with them for our meals on wheels drivers to sign up under RSVP. They would provide volunteer insurance and recognition as perks.
- 24) New representative for Life Insurance Review Deb Ford, who has also offered to help us with Medicare Review. She has worked doing this at the Wellfleet COA for 10 years. The Social Service Coordinator and I will discuss this further to see if it will fit into SHINE.
- 25) Social Security Seminar on Monday October 19th at 1:00 Celebrating 80th Anniversary.
- 26) Fuel Assistance Training September 29th, Judy and Henry will attend.
- 27) A meeting is in the process of being set up with Frank Gay Executive Director GATRA, Greg Guimond, Town Planner Town Administrator Rocco Longo and Carol Hamilton next week to discuss the fixed route and potential for extending the route the Scituate.

OLD BUSINESS: Phase 1-----A Ribbon Cutting Ceremony for the new Walking Path is scheduled for September 24th @ 9:30 A.M. at the MYBL and Senior Center Complex. Refreshments will be served in the Senior Center dining room after the ceremony.

NEW BUSINESS: Phase 2-----275 to 300 surveys that asked residents what outdoor recreational interests they have are being reviewed by Weston and Sampson.

COA BOARD VOTES: No votes were taken at this meeting.

NEXT MEETING: The next COA Board meeting is the annual meeting and is scheduled for October 21, 2015 @ 3:00 P.M.

ADJOURNMENT: Meeting was adjourned at 4:10 P.M. It was moved by Marcy and seconded by Bill S. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary