

MINUTES

March 16, 2016

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Martine Anderson, Joan Butler, Sheila Gagnon, Carol Hamilton, Bill Scott, Barbara Van Houten and guest Paul Winget

ABSENCE EXCUSED: Nancy Goodwin, Tom Halliday, Bill Lyons

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:08 P.M.

APPROVAL OF MINUTES: Sheila moved to approve the minutes of the February 17th meeting. Marcy seconded. Motion passed.

LIASON REPORTS:

COA BOOSTERS: At the March 14th meeting the Board discussed upcoming fund raising events, including the Jazz Festival scheduled for June 4th, the Craft Fair and the Volunteer Luncheon. The next meeting is scheduled for April 11, 2016.

OCES: At the February Board of Directors meeting it was noted that RSVP (Retired & Senior Volunteer Program) is now a program of OCES. The Executive Office of Elder Affairs mission was reviewed and the tremendous growth of the OCES agency, which currently has 263 employees, was discussed.

OCPC: No report.

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: Marcy gave an update on the Accreditation process. At the March 3rd Governance meeting the committee reviewed and updated Governance Policies and Procedures. Marcy, Accreditation Chair, is reviewing the updates and will forward further updates to Carol. Each Board member was also given a draft for review and discussion at its next meeting.

Sheila will schedule a Community Input meeting and will forward required documents for review to community members who will attend.

Ideas on how to best move forward were discussed. How can COA Board members assist the Accreditation Committee? Should scheduled deadlines be set for Community Input meetings? Marcy will create a checklist with timelines for documents required for Accreditation. Should a checklist to review our progress be created?

Copies of NCOA manual will be given to all Board members.

Barbara VanHouten will replace Nancy Goodwin (who is on leave with an injury) on the Accreditation Committee.

The next meeting is scheduled for April 1st.

BUDGET / STAFFING / FISCAL MANAGEMENT: Carol attended the March 10th Capital Budget meeting and presented a request for \$25K for a Design Development Study and \$130K for additional parking.

Participation and demand for services continue to grow at the COA. Senior population now stands at 6200 or 25% of town population and continues to grow annually.

GOVERNANCE: At the March 3rd meeting the committee reviewed and updated Policies and Procedures. Joan Butler will replace Nancy Goodwin (who is on leave with an injury) on the Governance Committee.

GROUNDS: One Heart Many Hands clean up of the COA grounds will take place on April 29th with high school students volunteering to help. Raised beds for gardening will again be assigned. Carol will order a new birdhouse. Pots in the front of the senior center, maintained by Gwen, make the building look inviting for all who enter the building. The committee discussed using Grounds Effects to maintain the grounds around the building. Discussion about removing some shrubbery and seasonal plantings in favor of perennials of more uniform and maybe having more lawn to cut time and volunteer labor needs took place. The next meeting is scheduled for April 21, 2016.

EVALUATION: At the March 8th meeting the committee reviewed suggestion box submissions and responses. This document is posted on the bulletin board near the front desk and will be published in the May or June Link. We agreed that the suggestion response document will be easier to manage if it is one or two pages long and that it should be published at least annually but not more than semi-annually. The committee discussed a suggestion that program offerings should be free. Carol is working on an exercise class that will use a video in place of an instructor. Bill suggested we better educate our members about fiscal management of the senior center---funding, budget and staffing. The committee also discussed summarizing feedback from programs, including Life Long Learning. It was suggested that for easier, accurate summaries numeric grading, one through five, with descriptions of each grade, be used. The Evaluation Committee will now include Joan Butler. The next meeting is scheduled for April 26, 2016.

EVENTS: The 2016 Volunteer Luncheon is scheduled to take place on October 1st at this Senior Center.

MARKETING / OUTREACH: No report.

PROJECT DEVELOPMENT: No report.

STRATEGIC PLANNING: The next meeting is scheduled for April 19, 2016.

TRANSPORTATION: No report.

DIRECTOR'S REPORT:

- 1) New & Coffee ordered per suggestion box
- 2) Estate of Mattson the COA is slated to be one of the benefactors.
- 3) Water Fountain has been fixed.
- 4) Kitchen Floor has been washed and waxed.
- 5) Working on signs for walk path. See mark up
- 6) Lifelong Learning April 16, 2016 9:30 to 11. We will need help the day of the event. There are 19 different venues.
- 7) Health Fair is May 10th from 10-12:30. There will be a free box lunch, approximately 30 vendors, screening clinics are being worked on, and three workshops.

- 8) Workshops include: "the aging ear", by Spaulding Rehab, "the mind body connection" by Ann Fraser, and "Probiotics" by Barbara Nalen Cardoza.
- 9) Gift of a Bird House and Seed, donated by Sarah Sullivan and John Foley. We will install this within the next two weeks.
- 10) Live Your Life Well Grant tentative program date will be June 13th.
- 11) Gatra Survey will be inserted into the Link and will also come out on line and be available at COA and Town Hall. (See Handout).
- 12) One Heart Many Hands, on Friday, April 29th from 8-1. We will need people to help with snacks in the am, lunch time, and supervisors for the grounds.
- 13) We received a \$1000 memorial donation in memory of Donald Buckley.
- 14) I am working with the Town Administrator and a consultant on upgrading the Volunteer Coordinator's Position and Job Description. The final copy has been submitted.
- 15) Joint Advisory Board and BOS meeting on March 29, 2016 @ 7:00 at Furnace Brook Auditorium.
- 16) Town Meeting starts on April 25th at the High School. The special town meeting is tentatively set up for October 24th. Elections are: Tuesday, April 12th State Senate Primary only 7 – 8 at the FBMS. Tuesday, April 30th Local Election (have a bill in the State Legislature to change the date to May 10th but no action has been taken) Tuesday, May 10th State Senate Election 7-8 FBMS, Thursday, September 8th State Primary 7-8 FBMS, Tuesday, November 8th Presidential Election 7-8 FBMS
- 17) Copper to Fiber Verizon Telephone Service may present a problem for elder residents. See handout.

OLD BUSINESS: No old business

NEW BUSINESS: An article about volunteering at the Senior Center will be reviewed by the Volunteer Coordinator and possibly submitted to the Marshfield Mariner for publication.

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

NEXT MEETING: The next COA Board meeting is scheduled for May 18, 2019. (no April meeting)

ADJOURMENT: Sheila moved to adjourn the meeting at 4:55 P.M. Marcy seconded. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary