

## **MINUTES**

February 17, 2016

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

**ATTENDANCE:** Martine Anderson, Marcy Amore, Sheila Gagnon, Carol Hamilton, Bill Scott, Barbara VanHouten

**ABSENCE EXCUSED:** Tom Halliday

**QUORUM:** A quorum was present

**CALL TO ORDER:** Meeting was called to order at 3:08 PM.

**APPROVAL OF MINUTES:** Bill Scott moved to approve the minutes of the January 20, 2016 meeting. It was seconded by Sheila Gagnon. Motion passed.

## **LIASON REPORTS:**

**COA BOOSTERS:** The next Boosters meeting is scheduled for Monday, February 22, 2016 at 10:00 AM. The Boosters set a date of Saturday, June 4, 2016 for the Jazz Festival which will be held at the Marshfield Elks Hall.

**OCES:** OCES Board of Directors met on January 28, 2016. Carol presented to the COA Board the OCES updated brochure, information on Pending Legislation in MA House which will allow spouses or parents to be caregivers of elders or the disabled in the home and also the Mass Home Care FY2017 Budget Key Initiatives.

**OCPC:** No Report.

## **COMMITTEE ASSIGNMENTS AND REPORTS:**

**ACCREDITATION:** Marcy reported on the status to date of Accreditation and what is needed at this time in her process. Governance – Board Policies and Procedures are being reviewed and updated. Per the Governance Sub-Committee, they are close to being finished. It was agreed that going forward, Sheila Gagnon will be a member of the Governance Committee while Joan Butler will be allowed to focus on other needed projects. It was also agreed upon that the Governance Sub-Committee would meet more frequently, perhaps twice a month, in order to complete the review/update of the Policies and Procedures. Marcy passed out two documents to the Board for their information. One document is an overview of the Governance Standard, and the other a Self- Assessment Workbook. A discussion of putting together a possible Task Force to help Marcy with administrative work is being discussed.

**BUDGET/STAFFING/FISCAL MANAGEMENT:** Sheila Gagnon reported approval for '\$144,900 from the CPC was granted for parking and replacement of stairs and rails at the Senior Center. This will now go to the spring "Town Meeting" for approval.

**GOVERNANCE:** The Governance Committee met Tuesday, February 16, 2016 whereby a quorum was *not* present. No votes were taken. Time was spent finishing the review, editing and updating the Board Policies and Procedures. Carol will put together a 'clean' copy of the Board Policies and distribute to the COA Board Members for their review and comments. A talk on what constitutes a quorum, and what circumstances constitutes an emergency allowing the Executive Board to take action was discussed and presented to the COA Board at today's meeting for their input. A finalized copy of the Board Member Qualifications document and the updated version of the Vision Statement were reviewed and passed on to the COA Board at today's meeting for their review. An updated COA Sub Committee list was distributed to Board Members at today's meeting.

**GROUNDS:** No Report – Meeting to be held in March 10, 2016

**EVALUATION:** No Meeting – Bill distributed the "Winter 2015-2016" responses from the Suggestion Box for the COA Board Members review. The Questions/Responses will be posted in the Senior Center and published in the LINK. The next meeting of the Evaluation Committee will be March 8, 2016 @ 11:30 am. The Marshfield Council on Aging-Annual Evaluation/Assessment for Volunteers document was distributed for review. The Evaluation Feedback Loop document dated December 16, 2016 was

presented and voted on by the COA Board. A motion to accept was given by Sheila and Marcy seconded the motion. Motion passed unanimously.

**EVENTS—VOLUNTEER RECOGNITION:** The Annual Volunteer Luncheon is being preplanned by Donna Weinberg scheduled for Saturday, October 1, 2016. The catered luncheon will be held in the Senior Center. Parking is of concern and a suggestion to utilize Daniel Webster Estate parking lot will be vetted. Motion passed. A motion by Sheila and seconded by Martine authorizing Donna to go forward with caterer, band and various arrangements and plans of the volunteer luncheon event. Motion passed.

**MARKETING/ OUTREACH:** No Report – Martine reported an informal meeting with Donna Weinberg. Donna has agreed to keep an eye open for possible volunteers with marketing experience.

**PROJECT DEVELOPMENT:** Sheila had a meeting with CPC – funds were approved for fixing steps and rails and parking issues at the Center. A survey is being given to review the walking trails in Marshfield. A box is to be placed in the Center for returned responses.

**STRATEGIC PLANNING:** No Report

**TRANSPORTATION:** No Report – Carol reported that a breakfast meeting will be held on Friday, February 19, 2016 at Duxbury Senior Center regarding the RTP plan completed by GATRA. Funding hinges in part on this plan and it is important for constituents to understand the impact of funding and importance of advocacy for the RTA's, such as GATRA. Carol Hamilton and Bill Scott will be attending the breakfast.

#### **DIRECTOR'S REPORT**

- 1) The walk path sign has finally been posted. The walk is clear of snow but if we do get additional snow we will ask DPW to clear the walk path with equipment.
- 2) There is a transportation meeting with GATRA on Friday morning at the Duxbury COA at 8:30. It is regarding a revised transportation plan and funding for the upcoming cycle.
- 3) As a follow up to the meeting with GATRA, we will soon have a sample survey that will be distributed to residents in Scituate and Marshfield about extending the service between the two towns and to the Greenbush. Many issues were discussed such as funding, accessibility, and potential bus routes.
- 4) The Agricultural Commissions Back Yard Farm and Garden Lectures will be held on April 2<sup>nd</sup> from 9-12:30.
- 5) The rug has been successfully replaced in the project coordinator's office. No major floor issues were found.
- 6) We received a grant from the Marshfield Cultural Council to partially fund the "Irish Voices Performance" with Stephen Collins. This will be held on March 24<sup>th</sup> @ 1:00.
- 7) A free Rotary Luncheon will be held at the Senior Center on Saturday, April 16<sup>th</sup> at 12:00 noon. They can accommodate 80 people. Menu and Entertainment will be announced. Bus transportation will be available for seniors needing a ride to the event.
- 8) Lifelong Learning Kick Off will be on April 12, 2016.
- 9) Capital budget is starting to meet with various departments, and we anticipate a call soon.
- 10) The dishwasher was cut from our FY 17 budget. More cuts need to be made from the overall operating budget.
- 11) We received approval from CPC for \$144,900 for parking and replacement of stairs and railing. This will now go before town meeting in the spring.
- 12) Absentee Ballot voting will be offered by the assistant town clerk on Friday, February 19<sup>th</sup> at the Senior Center from 10-12.
- 13) We have received a free magazine subscription from Phil and Beverly Johnston for Vanity Fair Magazine.
- 14) Arrangements are being made for the kitchen walls to be professionally cleaned.
- 15) The Gatra bus is out of commission and being repaired. We have a loner.
- 16) The Health Fair is scheduled for May 10<sup>th</sup> from 10-12:30.
- 17) An intern from Salem State University will be conducting a Transportation Survey on Thursday, February 18<sup>th</sup>.
- 18) We have a volunteer doing community service hours 2 days per week. This volunteer will be helping with cleaning, escorting, and hostess duties.

**OLD BUSINESS:** Sheila Gagnon reports that the Walk Trail Project is nearly complete with a few last enhances by the contractor in the spring. These enhancements will include; re-seeding and fixing a small drainage issue.

**NEW BUSINESS:** Martine voiced concerned over the 'inadequate snacks' being served at the Bridge Games on Tuesday's. Carol will investigate.

**COA BOARD VOTES:** Evaluation Feedback Loop was voted to be accepted. A motion to accept was given by Sheila and Marcy seconded the motion. All in favor and was accepted. A motion by Sheila and seconded by Martine authorizing Donna to go forward with caterer, band and various arrangements and plans of the volunteer luncheon event. Motion passed.

**NEXT MEETING:** The next COA Board meeting is scheduled for March 16, 2016 @ 3:00 P.M.

**ADJOURMENT:** Meeting was adjourned at 4:46 PM. It was moved by Martine and seconded by Sheila. Motion passed.

Respectfully submitted,  
Barbara Van Houten, Acting Board Secretary