

MINUTES

January 20, 2016

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Martine Anderson, Marcy Amore, Sheila Gagnon, Nancy Goodwin, Carol Hamilton, Bill Lyons, Bill Scott, Barbara VanHouten

ABSENCE EXCUSED: Tom Halliday, Joan Butler

QUORUM: A quorum was present

CALL TO ORDER: Meeting was called to order at 3:07 PM

APPROVAL OF MINUTES: Marcy Amore moved to approve the minutes of the December 16, 2015 meeting. It was seconded by Shelia Gagnon. Motion passed.

LIASON REPORTS:

COA BOOSTERS: Carol Hamilton attended the recent Booster Meeting. Discussions were held regarding various activities that the Boosters are planning including the recent craft fair and an upcoming Jazz Festival. No details on the Festival yet. Members of the Boosters are visiting and attending various classes at the COA to recruit new membership. Thank you notes are being sent to those that have joined the Boosters. The Boosters approved purchase for a new COA vacuum.

OCES: No Meeting. No Report

OCPC: No Meeting. No Report

COMMITTEE ASSIGNMENTS AND REPORTS:

ACCREDITATION: Marcy reported on the status to date of Accreditation. The Governance Section, Chapter Three, is nearly completed. Among other things, the Committee is currently working on the Governance, formerly "Main Policy" which requires fourteen elements for Accreditation. The COA Board Members were requested to put together a Bio on themselves by Marcy to be submitted with Accreditation. The Bios were submitted as requested, reviewed and prepared by Marcy, who will email them to the respective Board Member for their review.

BUDGET/STAFFING/FISCAL MANAGEMENT: See Director's Report, Number 14, for update on Budget.

GOVERNANCE:

The Evaluation Feedback Loop Policy and Diagram was presented to the Board and a decision was made, that it would be reviewed by Board Members and put to a vote at next COA Board Mtg.

The COA Board Member Qualifications Policy was presented to the Board. Shelia voiced concerned over the wording of the document in that we may be in conflict with the requirements set by the Board of Selectmen. Several suggestions regarding wording were discussed and Bill Scott will review the document and revise as needed.

GROUNDS: No Report

EVALUATION: The Evaluation Committee met on Tuesday January 12, 2016 with all members present.

The committee reviewed the revised volunteer evaluation/assessment forms revised by Carol and Donna Weinberg's feedback.

The discussion shifted to gaining greater exposure for the Senior Center and attracting more volunteers. We think that using multiple media and outlets will reach more potential volunteers. There is a Facebook page "Marshfield Senior Center" and Kate Smith is the contact person. The idea of highlighting the volunteer opportunity section in the LINK was mentioned. Our Volunteer Coordinator joined us for a discussion of the volunteer forms and recruiting volunteers.

EVENTS— No Report

MARKETING/ OUTREACH: No Report. The Marketing/Outreach Committee has a need for a person with marketing experience to serve on their committee. Martine Anderson will schedule a meeting with Donna Weinberg, COA Volunteer Coordinator, to discuss the possibility of a volunteer at the Center with marketing experience. Martine will report on her findings after she meets with Donna.

PROJECT DEVELOPMENT: Shelia Gagnon reported that at a meeting with the town, Weston and Sampson presented a couple of different proposals for Phase 2 of the Outdoor Recreation Project. At the present time, funds are limited and CPC has taken on the task of researching for grants. A discussion was held by Board Members to possibly approach the Boosters for fund raising. Bill Scott suggested a subcommittee consisting of Shelia, Carol and himself who will meet to brainstorm ideas that may potentially be presented to the Boosters.

STRATEGIC PLANNING: The committee met on January 13, 2016 to review the Strategic Plan in the First Quarterly Meeting for 2016 as recommended by the Accreditation Committee. The Committee reviewed each main section of the Plan completed on October 15, 2015. Updates in wording were made to the following section:

Increase Parking Capacity, Enhance and Increase Fundraising Capacity, Expand and Improve Financial Assistance to Elders, and Increase Awareness and Visibility for the COA Programs.

Next meeting will be held on April 19, 2016.

TRANSPORTATION: No Report

DIRECTOR'S REPORT:

- 1) The sign is still not up on the walk path. Another call was placed to Mass Reclamation for the service. We are also seeking the name of the seal coating company from them.
- 2) There is a legislative breakfast on Friday, January 29th at 9:00 am at the Duxbury Senior Center. A bus will be provided and will leave Marshfield at 8:30. We would like Board Members to attend if possible.
- 3) The Parkinson's Support Group had a meeting today with speaker, Dr. Vanderhorst MD PHD. She spoke on walking and balance difficulties. The meeting was well received and had 80 people in attendance.
- 4) We will be holding a "Matter of Balance" class again in the spring beginning Friday, March 18th for 8 weeks from 1-3 pm. The NVNA and Hospice will be holding the class.
- 5) The Marshfield Agricultural Commission will hold their annual Backyard Farm and garden lecture series on Saturday, April 2, 2016. There will be more details in the Link for March.
- 6) The Office of Consumer Affairs and Business Regulation have many new programs to offer. They will present at our next meeting for Triad on "Shopping Rights".
- 7) We received a grant from MCOA for \$600 to do a one day workshop on Live Your Life Well. Ten different topics will be discussed with many experts offering information and support. We will set a date for this in late spring.
- 8) The tax season will be kicking off again with the AARP Tax Counseling program. Appointments will begin on February 9th, and patrons can call in beginning February 2nd. We expect to have 4 or more counselors providing the service.
- 9) We have updated our Social Security Icons on our computers, as instructed by our social security office. Social Security Public Affairs Rep will be doing a presentation and demonstration on Social Security Express Desktop on Wednesday, March 23, 2016 @ 1:00.
- 10) The Computer Lab Volunteers, John and Paul have updated one computer to windows 10. We will test this out and if all goes well we will gradually convert the computers to the new window's software.
- 11) The Boosters bought a new commercial vacuum for the Senior Center. .
- 12) The date for the health fair is Tuesday May 10th?
- 13) Lifelong Learning will meet within the next week or so to set up at date and discuss potential classes for the spring program.
- 14) Department Head Meeting yesterday and tentative budget submissions show a \$1,360,564. deficit so far. Capital budget has not met as they are missing one member. The warrant is open until January 25th. The Council on Aging is still working on some personnel submissions and equipment cost estimates for the town administrator.
- 15) The Facilities Manager is setting up an appointment to have one of the office rugs replaced for the week after next.

- 16) There will be a GATRA meeting about extending the service to Scituate and developing a survey. We plan to meet on February 12th at 10:00 AM with GATRA, town officials and Representative Jim Cantwell's office.

OLD BUSINESS: No Report

NEW BUSINESS: COA Vision Statement. Shelia Gagnon presented her concerns surrounding the wording in the Vision Statement. After much discussion by the Board Members it was decided to keep the Vision Statement as is and preface it with an introduction statement that will explain the Vision as we move forward into the future. Bill Scott has a draft statement which he presented and will wordsmith the document for COA review.

COA BOARD VOTES: No votes taken

NEXT MEETING: The next COA Board meeting is scheduled for February 17, 2015 @ 3:00 P.M.

ADJOURMENT: Meeting was adjourned at 5:10 PM. It was moved by Shelia and seconded by Bill Scott. Motion passed.

Respectfully submitted,
Barbara Van Houten, Acting COA Board Secretary