

MINUTES

April 15, 2015

Council on Aging Board Meeting

Senior Center 230 Webster Street Marshfield, Ma 02050

ATTENDANCE: Marcy Amore, Martine Anderson, Joan Butler, Sheila Gagnon, Nancy Goodwin, Tom Halliday, Carol Hamilton, Bill Lyons, Bill Scott

ABSENCE EXCUSED: Judy Welch

QUORUM: A quorum was present.

CALL TO ORDER: Meeting was called to order at 3:05 p.m.

APPROVAL OF MINUTES: Bill S. moved to accept the minutes of the March 18, 2015 meeting. Tom seconded. Motion passed.

LIASON REPORTS:

COA BOOSTERS: Report given by Carol. At the April 13th meeting the board finalized plans for the Murder Mystery Luncheon fundraiser to be held on April 18th at this Senior Center. Winner for the current raffle basket will be drawn at the luncheon. A new raffle is being assembled. The Boosters appropriated up to \$3,000 to repair the dishwasher next meeting is scheduled for May 18th @ 3:00 p.m.

OCEC: No meetings were held.

OCPC: Report given by Joan. Unfortunately, invited guest speaker from the South Shore Housing Consumer Education Center was unable to attend the March 26th meeting. The Administrator and Advisory Committee reviewed the 2015/2016 planning schedule and discussed solutions for the difficulties and benefits of aging. The next meeting is scheduled for April 30th @ 1:30 p.m.

COMMITTEE ASSIGNMENTS AND REPORTS:

BUDGET / STAFFING: See Director's Report.

GROUND: Report given by Martine. At the April 7th meeting the committee discussed what the grounds current needs are. On May 1st the Senior Center will participate in the high school project---One Heart Many Hands. Students and volunteers will clean the grounds. Placement of dog pick up bags was also discussed. John Valienti will be contacted for cost of signage before the town DPW is contacted. The next meeting is scheduled for April 30th @12:45 p.m.

GOVERNANCE: Report given by Nancy. At the April 14th meeting the committee reviewed the Memorial Policy, the Information and Referral Policy and the cover sheet for the Sexual Harassment Policy. The Fire, Safety and Evacuation Policy will be given to the COA Board at its next meeting for a vote. Also, Nancy will give COA Board members a copy of the new Table of Contents for the Governance binder. At today's COA Board meeting Bill S. moved to accept the Fire, Safety and Evacuation Policy. Martine seconded. Motion passed. The next Governance meeting is scheduled for May 19th @ 1:30 p.m.

EVALUATION: Report given by Bill S. Carol, Karen Boyle and Bill S. will meet to discuss ideas on how to evaluate all the Senior Center programs and services.

EVENTS: The board discussed the Volunteer Appreciation Luncheon scheduled to take place at the Senior Center on October 3, 2015.

PROJECT DEVELOPMENT: Report given by Sheila. The Phase One project is progressing with walking trail soon to be built. The parking area, included in the Phase One project, is on hold because prices have increased and an additional \$30,000 is needed to complete this part of the project.

STRATEGIC PLANNING: Report given by Bill L. A meeting is scheduled to take place on April 21st @ 9a.m.

TRANSPORTATION: The Transportation Committee is currently inactive.

MARKETING AND OUTREACH: Report given by Tom. At the April 13th meeting the committee reviewed Tom's 30 second "elevator talk" which will be used, when talking to the public, as an opening explanation of the COA mission. As follows it is: MARSHFIELD COA 30 SECOND ELEVATOR SPEECH. We provide a preventive maintenance program that addresses the needs of seniors and other residents of Marshfield. The Senior Center offers a place for people to socialize and expand their knowledge by learning new skills and interests as well as sharing their life experiences that enrich all of our lives. At this COA Board meeting Bill S. moved to accept this speech. Nancy seconded. Motion passed.

ACCREDITATION: Report given by Marcy. The next CIC meeting will be scheduled after the Information and Referral Policy is accepted by the COA Board and the Marketing and Outreach Plan has been updated.

DIRECTOR'S REPORT:

- 1) The new arm chairs, funded by the Boosters are being delivered this Friday.
- 2) A successful Lifelong Learning Registration took place yesterday with 115 different people registering for multiple classes.
- 3) Met with student intern's advisor. Student will be finishing her internship in April. Amanda has been a big help with Marketing, Outreach and in the Office. She has also worked on researching and redesign of our website.
- 4) Dishwasher has been partially fixed and the service department has ordered one more part. The dishwasher is operational and will be ready for the Booster's event this Saturday.
- 5) The Agricultural Commission Backyard Farm and Garden Event went extremely well with over 200 people in attendance.
- 6) The Dancing with Angels Fundraiser went smoothly and the Marshfield COA was well represented. The funds have not all been tallied as to what amount of money was raised, but more information will be available at the next Board meeting.
- 7) The Boosters will revisit purchasing a new TV and stand. I will get new pricing and give it to the Boosters at the next meeting.
- 8) The health fair will take place on May 12 from 10-12:30. Karen sent out notices today to last year's vendors and screeners. The lunches have been ordered through OCES. We also have three workshops planned for topics on: Meditation, Ageless Beauty Exercises, and Color.

- 9) Budget – The COA had to cut another \$692 out of our expense budget. We also had to cut the elder chore line item, to make up for a decrease in the IT budget.
- 10) The current senior aide is being terminated by Citizen's for Citizen's due to a time limitation of 48 months.
- 11) We are working on getting another Senior Aid who may be eligible for the program and qualified for the position.
- 12) We will be offering a training session to front desk and swipe volunteers at the beginning of May.
- 13) The Mass Bar Association will offer an Elder Law Program on May 28th at 10:30 on "Taking Control of your Future". New 2015 Brochures will be available for distribution. We will incorporate this into the Aging Mastery Program and also invite the general public.
- 14) We will have a planning meeting for the one heart many hands program the day before on April 30th at 12:45. The one heart many hands program takes place on May 1st at 8:30.
- 15) Town meeting starts on April 27th, we have the tax relief article and our budget to be voted on. The CPC article for the 2nd phase will be withdrawn.
- 16) We will be starting a series on Lunch and Learn this month. The registered dietitian from Old Colony Elder Services will be speaking on various topics. April's topic will be "Carbohydrates and Your Meal".
- 17) We have another Cultural Trip Scheduled for the McMullen Museum of Art at Boston College on Sunday, May 31st.

OLD BUSINESS: No old business was discussed.

NEW BUSINESS: The Board discussed adding a new section to the COA Board minutes named COA Board Votes. Bill S. moved to accept. Marcy seconded. Motion passed.

COA BOARD VOTES:

- 1) At this April 15, 2015 COA Board meeting, Bill S. moved to accept the Fire, Safety and Evacuation Policy. Martine seconded. Motion passed. (see details under Governance)
- 2) The Board accepted the Marshfield COA 30 Second Elevator Speech. Bill S. moved to accept this speech. Nancy seconded. Motion passed. (see details under Marketing and Outreach)
- 3) The Board accepted a new section named COA Board Votes to be added to the COA Board meeting minutes. . Bill S. moved to accept. Marcy seconded. Motion passed. (see details under New Business)

NEXT MEETING: The next COA Board meeting is scheduled for May 20, 2015 @ 3 p.m.

ADJOURNMENT: Meeting was adjourned at 4:30 p.m. It was moved by Bill S. and seconded by Martine. Motion passed.

Respectfully submitted,
Joan Butler, COA Board Secretary