

## **MINUTES**

January 21, 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 Scott and Judy Welch

**ABSENCE EXCUSED:** Bill Lyons

**QUORUM:** A quorum was present.

**CALL TO ORDER:** Meeting was called to order at 3:05 P.M.

**APPROVAL OF MINUTES:** Marcy moved to approve the minutes of the December 17, 2014 meeting. Bill S. seconded. Motion passed.

### **LIASON REPORTS:**

COA BOOSTERS: Report given by Carol. At the January 12<sup>th</sup> meeting the treasurer presented a summary of their 2014 annual income and expenses A Murder/Mystery Dinner is planned for April 14<sup>th</sup>.

OCES: No meeting was held this month.

OCPC: No meeting was held this month.

### **COMMITTEE ASSIGNMENTS AND REPORTS:**

ACCREDITATION: No meeting pending plans for the next CIC meeting.

BUDGET / STAFFING: Report given by Sheila. Town Administrator will present budget to Selectmen on January 26<sup>th</sup> toward final budget decision.

GROUNDS: Report given by Carol. At the January 15<sup>th</sup> meeting the committee discussed creating a private/public relationship for grounds maintenance. A walk of the grounds will be scheduled to decide what needs to be done to the grounds. Committee will meet again on March 26, 2015.

GOVERNANCE: Report given by Nancy Goodwin. At the January 6<sup>th</sup> meeting the committee reviewed and revised the Vision Statement. Carol and Marcy will incorporate the revisions and it will be reviewed again at the next meeting. The committee also reviewed the Table of Contents for the Governance Manual and discussed creating an index in order to make policy revisions known. The Fire and Safety Policy was accepted by the committee and was presented to the COA Board for a 30 day review at this Board meeting. Also, at this Board meeting, after a 30 day review by the COA Board, a vote on accepting the Evaluation Procedure was discussed. Martine moved to accept it and Bill S. seconded. Motion passed. Next Governance meeting is scheduled for February 9<sup>th</sup>.

EVALUATION: of Programs & Services. No meeting was held this month.

EVENTS: This committee will temporarily be held in abeyance.

PROJECT DEVELOPMENT: Report given by Sheila, Approval of permits for Phase One of the Outdoor Recreation Project has been received. Morse Engineering will begin the bidding process soon.

STRATEGIC PLANNING: Report given by Joan Butler. At the January 20<sup>th</sup> meeting the committee reviewed and updated the Long Range Plan 2012-2017. Our areas of operation within this plan include increased parking spaces, an outdoor recreation area, expansion of senior center space, national accreditation, increased fundraising development and capacity, improved financial assistance to elders, increased awareness and visibility of COAs programs and image and finally, expanded nutrition options and services.

TRANSPORTATION: No meeting was held this month.

MARKETING AND OUTREACH: Report given by Tom Halliday. At the January 15<sup>th</sup> meeting Tom talked about attending a Chamber of Commerce meeting and telling them the COA would like to work with them--- maybe begin by having a Merchants Day at the Senior Center. The Marshfield Chamber of Commerce has joined Braintree, Weymouth and Rockland in becoming part of the South Shore Chamber of Commerce. The next meeting is scheduled for February 23<sup>rd</sup>.

SELF ASSESSMENT: No meeting was held this month.

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

1. The Council on Aging received a grant for \$2600 for the Aging Mastery Program. We are now looking for 30 people to participate in 12 sessions. The program will begin Thursday, March 12, 2015 from 10:00 – 11:30. The program is designed to help older adults challenge themselves and take steps to improve their health and live a better life. There are 8 focus areas of health living.
2. The AARP Income Tax Counseling Program will kick off on February 10<sup>th</sup> Patrons can call in starting February 3, 2015 to book an appointment.
3. The Lifelong Learning Committee has begun meeting to plan the spring semester. The kick off date has been set for Tuesday, April 14<sup>th</sup> at 9:30 am at the Council on Aging. A second kick off will take place at the Library on April 18<sup>th</sup>. The upcoming venue will include music appreciation, 2 art classes, field trips, pub chats, cooking, religion, history and more. There will be more information in the March bulletin.
4. This Saturday, January 24, 2015 the Rotary will be providing a community dinner for the Marshfield Seniors, RTR, and the Friendship Home at the Senior Center. The COA is providing transportation and volunteer support for the program.
5. The Council on Aging will host a public hearing for the Coastal Erosion Commission on Thursday, March 5, 2015 from 5-7 pm. The purpose of the meeting is to receive comments and input on the newest draft report on Coastal Erosion.
6. On Saturday April 11, the Council on Aging will host the Agricultural Commissions Annual Backyard Farm and Garden Lectures on 11<sup>th</sup>. The Brochure is available and will appear in our next newsletter.

7. The COA is working with CPC on a design concept for phase II of the Outdoor Recreation Project at the Senior Center.
8. We are having training for our new floor cleaner tomorrow at 8:30 with the company. Chuck, Glen and Tom will be present.
9. The Boosters met on January 12. The treasurer did a summary of the yearly income and expenses. All monies have been turned over to the COA for Cultural Trips and Lifelong Learning. The Boosters approved \$500 for sugar and creamers for the dining room. They approved \$1340 for a new mobile coffee cart for the COA. The Boosters are planning their Murder Mystery Dinner for April 18<sup>th</sup>.
10. We received a grant from the Cultural Council for \$285 for a Walt Whitman Performance on May 18<sup>th</sup>.
11. Kate Smith, employee for IBM has offered to volunteer her services to set up a face book page. She has set up the page and will add to it and update it as needed.
12. We received a donation from the Chamber of Commerce for \$100 from their holiday fest.
13. Visiting Angels is running their charitable event "dancing with the stars" and they have chosen 5 Council's on Aging as recipients. The event will take place this spring and it is coordinated with the Plymouth Phil Harmonic. The donation is to be used for Art and Music programs.

**OLD BUSINESS:** Sheila updated the Board on Phase 2 of the Outdoor Recreation Project. The Baseball and COA committees spoke before the CPC Board asking for funds toward completion of this project.

**NEW BUSINESS:** Report given by Bill S. The Board reviewed suggestions submitted by seniors and responded to by the COA Board that will improve daily activities at this center.

**NEXT MEETING:** The next COA Board meeting is scheduled for February 18, 2015 @ 3:00 P.M.

**ADJOURMENT:** Meeting was adjourned at 4:30 P.M. It was moved by Nancy and seconded by Marcy. Motion passed.

Respectfully submitted,  
Joan Butler, COA Board Secretary