

**COA BOARD MINUTES****DATE: March 21, 2018****Council on Aging Board**

Senior Center

230 Webster Street, Marshfield, Ma 02050

**ATTENDANCE:**

Bill Scott, Sheila Gagnon, Barbara Van Houten, Marcy Amore, Maureen Rosenberg, Carol Hamilton, Paul Winget, and Fred Monaco.

**ABSENCE EXCUSED:** Martine Anderson and Maureen Saunders**GUESTS:** Liza Corbett (Booster Representative), Katie Dahlen (Social Work Intern)**QUORUM:** A quorum was present.**CALL TO ORDER:** Meeting was called to order at 3:33 pm**APPROVAL OF MINUTES:** Bill moved to approve the minutes of the February 21, 2018 meeting. Seconded by Marcy. Motion passed.**LIAISON REPORTS:**

**COA BOOSTERS:** The Boosters met on Monday March 19, 2018. The membership fee has raised \$9,793 as of February 28 with a goal of \$12,000. Member fees continue to flow in through the year, so they are very encouraged with progress to date.

They are developing a Project/Calendar Book which will organize their activities by month, indicate key people responsible and the key activities.

A guest speaker, Bill Stanton, talked about Fund Raising. His key points were:

1. Be very clear on your objective and the specific amount to be raised.
2. Have a Development Committee of approximately 12 people, most should have familiarity with Marshfield and previous experience.
3. Develop the breakdown of the size of gifts; remembering that 10% of the people will give 90% of the money, but it will follow the 90% of the people who actively support the Senior Center by attending and making small regular donations.
4. Meet regularly and keep enthusiasm going.
5. This may take 2 years or more.

The Boosters asked many questions and felt the session was very helpful in understanding what is involved in the effort.

**OCES:** No report**OCPC:** The next meeting for OCPC will be March 29<sup>th</sup> at 1:30 at the Pembroke COA.**COMMITTEE ASSIGNMENTS AND REPORTS:****ACCREDITATION:** No meeting. Next focus group is scheduled for April 9, 2018 to review Facilities.**BUDGET/STAFFING/FISCAL MANAGEMENT:** No report

**GOVERNANCE:** The Governance Committee finished up revising 5 policies for the COA Board's 30 day review at last month's meeting and for approval at this month's meeting. There is no new meeting date set up. The Board unanimously voted to approve, following a 30 day review period, policies and procedures for the following: Information and Referral; Research; Check and Cash Handling and Supply Management; Sexual Harassment and Anti-Harassment; Memorial; Fire, Safety and Evacuation. Barbara will add these newly approved dates to the list and distribute this to the Board in the near future.

**GROUND:** No report

**EVALUATION:** No meeting. Next meeting is scheduled for May 15, 2018 at 1pm.

**EVENTS:** There will be a "Learn to Age Well" Open House and Workshops at the COA on Saturday, April 12, 2018 from 9am-noon.

**MARKETING/ OUTREACH:** The Marketing Committee met on February 22, 2018 and continued to review and update the Marketing Plan. A revised marketing plan was distributed to the members. The Committee has a meeting scheduled for April 5, 2018 to prioritize areas of focus. Maureen reported that the first cooking show hosted by Rita was produced and broadcast on MCTV and is also available on the COA Facebook page. COA staff will continue to focus on refreshing our Facebook page with new events and information. The staff have noted a significant increase in views.

**TECHNOLOGY:** The Board discussed combining the Technology Committee with the Marketing Committee. Barbara and Maureen R were asked to provide recommendations for Committee structure and membership.

**PROJECT DEVELOPMENT:** The CPC approved additional funding for Phase 3 of the outdoor recreation project for \$625,000. This project will then go to a vote at the spring town meeting for final approval. The COA is waiting for a meeting with the new Town Administrator regarding the Design Development Project for the Senior Center building expansion. Two representatives from the COA Board, the Director the Facilities Manager and the Town Administrator are expected to attend the meeting.

**STRATEGIC PLANNING:** No report. The next meeting is scheduled for May 3, 2018 at 11 am. The latest amended strategic plan was passed out.

**TRANSPORTATION:** No report

**DIRECTOR'S REPORT:**

- 1) We are offering two cultural trips to the Museum of Fine Arts and the Peabody Essex Museum on March 24<sup>th</sup> and 31<sup>st</sup>. There is a waiting list in place, as the trips are filled.
- 2) We are in the process of hiring a new bus driver for the COA transportation. The candidate is a local person with bus driving experience and a CDL.
- 3) We had some damage from the storm, broken fence, broken window at the Senior Center. I am working with the facilities manager on fixing the problems. We also had a pine tree come down. The DPW assisted us in cleaning up the debris from the tree.
- 4) Joint Board of Selectmen and Advisory Board Hearing scheduled for Tuesday, March 27, 2018 7 or 7:30.
- 5) The warrant is now available at town hall.
- 6) Warrant Article 22 - tax deferral the interest rate is now 0% but is being proposed to go up to 8%. Passed out a globe article on this issue.
- 7) Active Shooter Presentation March 28<sup>th</sup> Marshfield High School 6-8 by the Marshfield police.
- 8) New/ revised policies being distributed to all town employees

- 9) One Senior Aide has resigned due to illness.
- 10) Working on the job description for the assistant Director with HR.
- 11) Life Long Learning Kick off on Tuesday April 10<sup>th</sup>. We have approximately 20 venues lined up for the spring session. We have had several planning meetings.
- 12) We have extended the Umass study a bit longer due to weather. We plan to wind down this week. We took in roughly 300 participant surveys and 380 on line surveys. Lynn is sending out a third type of survey to the instructors.
- 13) The one heart many hands will take place at the Senior Center on Friday, April 27<sup>th</sup>. Yard work will take place at Webster St. and the Social Service Coordinator is working on a list of homes that need spring clean ups.
- 14) We are working on starting up a Parkinson's support group for caregivers.
- 15) We will be offering a caregiver training course beginning this Wednesday, March 21<sup>st</sup>. 5:30 - 7:30.
- 16) We have a retirement and age well workshop day on April 7<sup>th</sup>.
- 17) Our matter of balance course is underway and had a waiting list. We will look into offering this course again in the fall.
- 18) Our new pastel class just began and will start this week and run through April 24<sup>th</sup>. There was a week delay due to the storm.
- 19) Our gift shop manager has been out sick and we have been fortunate enough to recruit another volunteer that will help us with pricing.
- 20) New Library Service for people that do not have transportation Nicole Kelleher will visit the Senior Center every two weeks to assist people with materials that they would like to borrow such as books, movies, music and other materials.
- 21) We opened for a warming shelter and a shelter in the storm. Friday into Saturday March 2<sup>nd</sup> and 3<sup>rd</sup>.
- 22) The Agricultural Commission's Backyard Farm and Garden Lectures were canceled and rescheduled until March 10<sup>th</sup> due to the storms on March 2<sup>nd</sup> and 3<sup>rd</sup>.
- 23) Income tax assistance is going very smoothly and will be offered through April 11<sup>th</sup>.
- 24) We will be offering a one hour presentation by the North and South River Water Shed Association which will discuss the rich history, ecology and natural beauty of the North and South Rivers. This is scheduled for Wednesday, April 18<sup>th</sup> at 1:00.
- 25) The Men's Group will offer a presentation on the book "Smear" on Friday, March 30<sup>th</sup>.

**OLD BUSINESS:** There was continued discussion regarding the Town's plan to require volunteers to sign a waiver. Board members continue to discuss the potential effects on retention and recruitment of volunteers. The discussion will continue at the next meeting.

**NEW BUSINESS:** No new business

**COA BOARD VOTES:** Paul Winget makes a motion and Fred Monaco seconds the motion that following a 30 day review period of the following policies and procedures the Board votes to approve these 5 policies and procedures; Information and Referral; Research; Check and Cash Handling and Supply Management; Sexual Harassment and Anti-Harassment; Memorial and Fire, Safety and Evacuation. Motion passes unanimously.

**NEXT MEETING:** The next COA Board meeting is scheduled for April 18, 2018 @ 3:30 pm

**ADJOURNMENT:** Meeting was adjourned at 4:55 pm. Moved by Bill and seconded by Marcy. Motion passed.

Respectfully submitted,

Maureen Rosenberg, COA Board Secretary

