

## **MINUTES**

October 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, Carol Hamilton, Bill Scott, Barbara Van Houten

**ABSENCE EXCUSED:** Tom Halliday, Bill Lyons

**QUORUM:** A quorum was present

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

**APPROVAL OF MINUTES:** Martine moved to approve the minutes of the September 16th meeting. It was seconded by Bill S. Motion passed.

### **LIASON REPORTS:**

COA BOOSTERS: The Boosters annual meeting is scheduled for October 22<sup>nd</sup>. The event will take place at the Senior Center.

OCES: OCES has expanded office space to two Plymouth offices—23 staff members are at the South Meadow location and 11 staff members are at the Allerton Street location.

OCPC: No report.

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

ACCREDITATION: Marcy reviewed the Community Input Committee's (CIC) August 26<sup>th</sup> meeting feedback of the Community Connections section of the Accreditation manual. Committee members were impressed with the scope of programs and activities offered at the Senior Center. In preparation for the next CIC meeting the committee reviewed the section on Governance contained in the NCOA/NISC Accreditation manual. Nine of the thirteen governance standards must be met. For accreditation purposes Marcy asked COA Board members to give her the name of the profession (or position within it) each wants to be affiliated with.

BUDGET / STAFFING: No report.

GOVERNANCE: At the October 18<sup>th</sup> meeting the committee reviewed and revised the Senior Center Building Usage Policy and Application. It also reviewed and discussed Self- Evaluation Committee goals. The next meeting is scheduled for November 17, 2015.

GROUNDS: No report.

EVALUATION: At the October 6<sup>th</sup> meeting the committee discussed the draft volunteer survey and agreed that to improve returns, it should be one page long. The committee also agreed that there should be two surveys. One should be given to new volunteers after three months of volunteering. Volunteer's name should be included, but kept confidential, so that the Volunteer Director can follow up, if needed. The

second survey will not include a name and will be used to survey volunteers annually or as determined by the committee. The tone of the feedback should capture positive stories about volunteer experiences and should encourage more volunteerism at the COA.

EVENTS: As reported in the Link, many events, including Lifelong Learning events, will take place during this month.

MARKETING / OUTREACH: No report.

PROJECT DEVELOPMENT: No report.

STRATEGIC PLANNING: At the October 15<sup>th</sup> meeting the committee reviewed and updated the Strategic Long Range Plan. The next meeting is scheduled for January 13, 2016.

TRANSPORTATION: No report.

NOMINATING COMMITTEE: At the September 16<sup>th</sup> ad hoc Nominating Committee meeting it was unanimously voted to recommend the following slate of COA Board officer positions for the upcoming fiscal year----Bill Scott as Chair, Sheila Gagnon as Vice Chair, and Joan Butler as Secretary.

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

- 1) The cash will not be certified for town meeting however, some articles requiring funding may be approved. The town has 3 candidates for the Treasurer Collector Position.
- 2) The Town has a new IT person John Nash who has been assisting us with the events monitor. He has installed wireless so that the programing can be done remotely from the office computer.
- 3) Attended CPC meeting to ask for additional funding on the 2<sup>nd</sup> phase of the design project. The CPC committee approved \$2500 to finish the design with Weston and Sampson. They would like us to come back with a new design at the November meeting.
- 4) See a copy of the outdoor recreation survey that outlines various interests and priorities. (300 responses)
- 5) The first phase of the outdoor recreation project is still finishing up with cement being poured last week for the benches and sign. They are working on a change order for some drainage work that needs to be done and are awaiting a price. I have contacted Morse engineering for an update.
- 6) The town administrator, town planners from Marshfield and Scituate and I met with Frank Gay, Executive Director of Gatra to discuss a route to Scituate. There are many factors that have to be looked into such as routes, costs, possible vendors, consumer usage and more. It was decided that GATRA would work with SRPEDD to conduct a questionnaire to find out what passengers may want. The idea would be to connect people with the Greenbush and Scituate Harbor and to allow Scituate residents to connect to the rest of the GATRA routes up to Hanover or down to Kingston. Frank will provide us with some sample surveys which will be tweaked and be made available on line and hard copies would be available at town facilities.
- 7) The annual Christmas Party with the Kiwanis is tentatively scheduled for December 12<sup>th</sup> at noon. We will need board members to come and help set up the morning of the event at 9:00 am.

- 8) We had 115 people attend the MBTA Charlie Card Renewal Session
- 9) We have a large waiting list for the fall prevention class and the NVNA would like to schedule an additional 8 week class in the near future.
- 10) The Fire Department will provide a new blood pressure cuff for the COA clinic.
- 11) We have applied for a Cultural Grant for a performance next spring for the Irish Program with actor Stephen Collins. We should hear by year end regarding any funding decisions.
- 12) There will be another safe driver course December 4, 2015.
- 13) Patricia Sweeney, new driver has officially started her training this week.
- 14) We have signed an MOU agreement with RSVP for our meals on wheels drivers. Benefit would be the additional volunteer insurance.
- 15) The entire Volunteer Manual was reviewed and edited. Suzanne will insert the edits and the committee will meet again to look at binders and finish off the project.

**OLD BUSINESS:** Phase 1—Cement has been poured for the benches and sign—waiting for a change order for drainage problems. Phase 2—The CPC approved \$2500 to finish design with Weston and Sampson.

**NEW BUSINESS:** No report.

**COA BOARD VOTES:** 1. Bill S. moved to accept the Check and Cash Handling Policy. Marcy seconded. Motion passed.  
2. The Board sent the Cell Phone and Electronic Policy back to the Governance Committee for further review.  
3. For the new fiscal year the COA Board elected Bill Scott as COA Board Chair, Sheila Gagnon as Vice Chair, and Joan Butler as Secretary. Marcy made the motion and. Martine seconded the motion. Motion passes unanimously.

**NEXT MEETING:** The next COA Board meeting is scheduled for November 18th @ 3:00 P.M.

**ADJOURNMENT:** Meeting was adjourned at 4:15 P.M. It was moved by Marcy and seconded by Nancy. Motion passed.

Respectfully submitted,  
Joan Butler, COA Board Secretary