

COUNCIL ON AGING
P.O. BOX 243, 36 Muddy Pond Road
Sterling, MA 01564

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, July 13, 2017 at 5:30 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Kevin Beaupre, Member
Bob Bloom, Member
Nancy Castagna, Member
Sue Doucette, Secretary
Barbara Foster, Chair
Mary Higgins, Member
Debbie MacLennan, Member
Liz Pape, Treasurer
Angie Richard, Associate

Veronica Buckley, Director

Maureen Cranson, Building Committee

ABSENT

Charlie Madden, Member

3. Review/Approve Minutes and All Monthly Reports – Mary made a motion to approve the June 8, 2017 Minutes and the month end May Reports as presented; Kevin seconded; all in favor.

The Board welcomed Nancy Castagna as a new voting member. Sue read the thank you note from Constance Cleary for her gift from the CoA Board.

4. Building Committee – Maureen Cranson reported that Dan Aube of DE (an environmental engineering company) has been spoken to about the humidity and temperature variances in the building and will look into it. He will set out sensors at various locations throughout the Senior Center, and will let us know his findings regarding the HVAC system. There is a meeting on Monday with Dan Aube, and Bob Bloom indicated that he will try and attend.

5. Public Session – No public session.

6. Unfinished Business -

- a) **September 16th Town-wide Yard Sale** – The yard sale will be held on September 16th from 8 a.m. – 12 p.m. Set-up help will start at 7:00 a.m. Maureen Cranson has a key to the Butterick Building and will open the building for us. Long tables are needed, coffee maker. We will sell coffee, baked goods and snacks only. Kevin agreed to pay for the yard sale supplies, as he will not be in town. It was determined that there will be no selling of crafts. Barbara O'Connor will coordinate bakers.
- b) **BBQ Committee Report** – The July 20th BBQ Committee is in full swing. . Kevin will go to BJ's the Tuesday before the BBQ to get supplies. We will be putting up the Christmas tree and Charlie Madden will be Santa Claus. The gathering and putting out the Christmas decorations for the BBQ will begin shortly. There will not be a BBQ in August and will discuss if a BBQ will be held in September when summer vacations will be at an end. Deb mentioned that for this BBQ, they will be serving salad, cheese & crackers, etc. They need bakers for the BBQ and will coordinate with Barbara O'Connor. Barbara volunteered to make 1 dozen Christmas cookies; Liz 3 dozen chocolate chip, and Angie bring a veggie dip.
- c) **Vote: Program Charter**- Liz and Veronica briefly reviewed the Program Committee Charter and the Marketing and Communications Committee Charter. After much discussion, Liz made a motion to

revise the Program Committee Charter and the Marketing and Communications Committee Charter. The **Program Committee's age restriction was deleted**; and the **Marketing and Communications Committee** should read as follows: "The Committee shall have a minimum of three members and a maximum of seven members, at least three of which shall be citizens of Sterling"; Kevin seconded; all in favor.

7. New Business –

- a) **Nomination and Election of Officers** – Barbara Foster thanked everyone for letting her serve as Chair and for supporting her.

Nominations from the floor were requested. **Liz Pape** was nominated for **Chairperson**; no other nominations; nomination closed; Liz accepted. **Kevin Beaupre** was nominated for **Co-Chairperson**; no other nominations; nomination closed; Kevin accepted. **Sue Doucette** was nominated for **Secretary**; no other nominations; nomination closed; Sue accepted. **Bob Bloom** was nominated for **Treasurer**; no other nominations; nomination closed; Bob accepted. The Board voted on each officer after nominations were closed; and each was unanimous.

Barbara congratulated the new officers and turned the meeting over to the new Chairperson, Liz Pape.

- b) **Organization of Committees** - Nancy Castagna was nominated for Program Committee Chairperson; Nancy accepted; Mary made a motion to appoint Nancy as Program Committee Chairperson; Barbara seconded; all in favor. Liz Pape was nominated for Marketing Committee Chairperson; Liz is willing to chair and will recruit people; Bob made a motion to appoint Liz as Marketing Committee Chairperson; Barbara seconded; all in favor.

8. Upcoming Events –

- a) **August 1st - Dull Men's Club at 9:00 a.m.** – Women are invited to join the men for a presentation about the history of Sterling, Clinton and the Clinton Dam.
b) **August 4th – Quarterly Lunch and Learn for Volunteers and Staff at 12:30 p.m.** – FOSS will provide lunch for the Quarterly Lunch and Learn. Please sign up.
c) **August 7th - Zucchini cook off at 3:00 p.m.** Please bring a zucchini recipe.

9. Future Topics – BBQ Committee and BBQ; finalize yard sale and schedule volunteer time.

10. **Director's Report** – Veronica mentioned that FOSS will cover the cost of the Senior Center Newsletter 1 month less, \$150 which was paid by CoA. She briefly said that the My Senior Center Report - in comparison to June end 2016 (245 total event sign ins) to June end 2017 (311 total event sign ins) we are doing well. Jim Ash, has been hired as the new Custodian for the Sterling Senior Center effective July 24, 2017. Bob B. asked whether or not the outreach needs (what hadn't been met) and whether or not the unmet needs were being tracked. Veronica stated that we will need to come up with another form for intake to better track this.

11. **Chair's Comments** – Liz mentioned that as the CoA Board, we need to work with Veronica to come up with day-to-day goals for front desk/operations. Additional training should also be done.

12. **Next Meeting** - The next Board Meeting will be held on Thursday, August 10, 2017 at 5:30 p.m.

13. **Adjournment** – A motion to adjourn the meeting was made by Barbara at 7:45 p.m.; seconded by Kevin; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments - 4

Council on Aging Treasurer's Report
CoA Board Meeting July 13, 2017

FY17 July 1, 2016- June 15, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123, 933.00	\$111, 056.53	\$ 12,876.47	<i>Not calculated (NC)</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 400.00	\$ -0-	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ 4,300.00	\$ 200.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 15,013.32	\$ 1,036.68	<i>NC</i>
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ 11,477.50	\$ 3,739.50	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 21,843.52	\$ 9,156.48	<i>NC</i>

Other Accounts

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 1599.19	\$ 0	\$ 1599.19
24000-	Revolving funds	\$11,552.29	\$14,806.00	\$13,785.44	\$ 12,572.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 1,605.00	\$ 4,802.00	\$ 12,232.57
26011-	Formula One Grant	\$ 0.54	\$15,826.06 (15, 542.66 as of June 2 report)	\$14,775.15 \$163.70 enc.	\$ 887.75 (604.35 as of June 2 report)

Respectfully Submitted,
Liz R Pape, Treasurer

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period June 1-30, 2017
July 13, 2017

- Volunteer Hours: 860.42
 - Admin/computer: 13
 - Bakers: 0
 - Meal Site: 318.25
 - Meals on Wheels: 148 (previously: Jan:57; Feb:43.5; Mar:68.5; Apr:55; May:57)
 - Office Coverage: 138
 - Pancake breakfast: 35

- My volunteer hours for June: 15.5 hours

Respectfully submitted,
Liz R. Pape

COA Board Meeting July 13, 2017

Director's Report for June 2017

My Senior Center Report**Event Statistics from 6/1/17 – 6/30/17**

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	23	15	0
Congregate Meals	311	71	7
Fitness/Exercise	374	137	22
Food	104	56	0
Health	8	8	0
Health Screening	18	18	0
Information Sharing	31	20	0
Recreation	191	121	29
Social Event	508	111	0
Total Event Signins	1568	311	58

Comparative Event Statistics from 06/01/2016 to 06/30/2016

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	30	23	0
Congregate Meals	196	33	0
Fitness/Exercise	330	103	0
Food	101	76	26
Health Screening	2	2	0
Information Sharing	104	31	0
Recreation	11	8	0
Social Event	450	94	0
Total Event Signins	1224	245	26

VAN REPORT June 2017

Van 1 44 Riders	256 trips	2004 miles
Van 2 16 Riders	90 trips	823 miles

KITCHEN REPORT June 2017

# MOC Meals Served	226 or 13.3 per day
# Home Cooked or other	137 or 34 per day
# Pancake Breakfast	110

Comparative May 2017

# MOC Meals Served	232 or 15.5 per day
# Home Cooked or other	233 or 39 per day
# Pancake Breakfast	101

For Discussion:

Review of progress of program goals to date

CoA Board Meeting – July 13, 2017

OUTREACH STATISTICS JUNE 2017

Services provided between 06/01/2017 and 06/30/2017

Interaction	Duplicated	Unduplicated
email	4	4
Home Consultation	34	19
mail/letter/card	1	1
Office Consultation	27	21
Phone Consultation	94	51
Totals	160	65

OUTREACH STATISTICS JUNE 2017

Services provided between 06/01/2017 and 06/30/2017

Category	Duplicated	Unduplicated
Application Assistance	14	8
Assessment/Well check	35	22
Case Management/Advocacy	12	11
Crisis Intervention/Support	1	1
DME Medical equipment/loan	7	5
Family Support	15	9
Friendly visiting	13	6
General Information/Referral	23	16
Inter-generational program	7	6
Isolation Intervention	13	4
Nutritional support	20	10
Totals	160	65