

**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, August 10, 2017 at 5:30 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

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

Veronica Buckley, Director

Maureen Cranson, Building Committee

**ABSENT**

- 3. Review/Approve Minutes and All Monthly Reports** – Kevin made a motion to approve the July 13, 2017 Minutes as amended, and the month end July Reports as presented; Mary seconded; all in favor. The following change was made: **Paragraph 10** - ...FOSS will cover the cost of the Senior Center newsletter for 1 month less, \$150 which was paid by CoA.
- 4. Building Committee** – Maureen Cranson reported that Dan Aube should have reports next week regarding his findings regarding the HVAC system.
- 5. Public Session** – No public session.
- 6. Committee Reports** - Discussion with the Chairpersons of the following committees: Arts, Marketing/Communications and the Program Committees (for detail, please see their reports),
- The Barbeque Committee is hosting a "Classic Car Evening" on September 21<sup>st</sup> from 5:00 – 7:00 p.m. (rain date is September 28<sup>th</sup>). Sign-ups are required. No fee.
- 7. Unfinished Business -**
- a) September 16th Town-wide Yard Sale** – A donation was made for the yard sale. Liz passed around a sign-up sheet for volunteers' scheduling which will begin at 6:30 a.m. on Saturday. The volunteers for Friday (15<sup>th</sup>) should meet at the Butterick Building. Time TBD. Bakers are needed.
- 8. New Business – Thursday evening program planning discussion** – A dinner will be held on October 19<sup>th</sup>; (possibly an Italian night); because of the holidays – there will be no dinners in the months of November and December. Liz suggested that the BBQ Committee will provide food, info and fun! We need to come up with ideas for the months of January, February and March.
- 9. Upcoming Events** – Veronica discussed a few of the September up-coming events.
- 10. Future Topics** – Finalize yard sale; Thanksgiving Dinner.

- 11. Director's Report** – Veronica mentioned that the Quarterly Lunch and Learn was well received. A motion to accept the Director's Report was made by Charlie; seconded by Deb; all in favor.
- 12. Next Meeting** - The next Board Meeting will be held on Thursday, September 14, 2017 **at 5:30 p.m.**
- 13. Adjournment** – A motion to adjourn the meeting was made by Kevin at 7:09 p.m.; seconded by Deb; all in favor.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 4

Council on Aging Treasurer's Report  
CoA Board Meeting August 10, 2017

**FY18 July 1, 2017- July 20, 2017**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800.00	\$ 6849.75	\$ 126,950.25	<i>Not calculated (NC)</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 0.00	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 0.00	\$ 4300.00	
01541-57000	CoA Expense	\$16,050.00	\$ 219.07	\$ 15,830.93	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 858.07	\$ 15,076.93	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00		\$ 15,065.00	

**Other Accounts**

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 1599.19	\$ 0	\$ 0	\$ 1599.19
24000-	Revolving funds	\$12572.85	\$0.00	\$ 180.00	\$
25003-	CoA Donation/ Gift Account	\$ 12,232.57	\$ 0.00	\$ 0.00	\$ 12,232.57
26011-	Formula One Grant	\$ 0.00	\$0.00	\$ 65.00	\$ (65.00)

**Respectfully Submitted,  
Bob Bloom, Treasurer**

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period July 1-31, 2017  
August 10, 2017

- Volunteer Hours: 819.76
  - Admin/computer: 16
  - Baking: 2
  - Meal Site: 300.50
  - Meals on Wheels: 58
  - Office Coverage: 127
  - Pancake breakfast: 36
  
- My volunteer hours for July: 21 hours

Respectfully submitted,  
Liz R. Pape

**COA Board Meeting August 10, 2017****Director's Report for July 2017****My Senior Center Report****Event Statistics from 7/1/17 – 7/31/17**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60 and Over Guests</b>
<b>Community Education</b>	48	39	4
<b>Congregate Meals</b>	226	51	55
<b>Fitness/Exercise</b>	368	120	21
<b>Food</b>	84	55	0
<b>Health Screening</b>	21	21	4
<b>Information Sharing</b>	21	12	0
<b>Recreation</b>	71	46	18
<b>Social Event</b>	444	113	12
<b>Total Event Signins</b>	1283	282	114

**Comparative Event Statistics from 07/01/2016 to 07/31/2016**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60 and Over Guests</b>
<b>Community Education</b>	9	8	0
<b>Congregate Meals</b>	194	33	0
<b>Fitness/Exercise</b>	245	89	0
<b>Food</b>	60	37	0
<b>Health Screening</b>	2	2	0
<b>Information Sharing</b>	109	30	0
<b>Recreation</b>	18	17	0
<b>Social Event</b>	432	99	0
<b>Total Event Signins</b>	1069	197	0

**VAN REPORT July 2017**

Van 1 23 Riders	188 trips	1348 miles
Van 2 16 Riders	92 trips	632 miles

**KITCHEN REPORT July 2017**

# MOC Meals Served	197 or 13.1 per day
# Home Cooked or other	79 or 20 per day
# Pancake Breakfast	91

**For Discussion:**

Meeting with FOSS whereby FOSS agreed to support:

- Quarterly Lunch and Learns

- Newsletter for 2 months

- 50% of cost of 6 theme lunches including Veterans Lunch, Christmas Party, Chinese Luncheon, Mother's Day, Father's Day and Volunteer Appreciation.

- Art Class for 8 weeks at \$5 per participant per class

Future evaluation of costs of programming to participants

- How to decrease costs of newsletter

# OUTREACH STATISTICS JULY 2017

CoA – August 10, 2017

Services provided between 07/01/2017 and 07/31/2017

Category	Duplicated	Unduplicated
Application Assistance	18	13
Assessment/Well check	33	24
Case Management/Advocacy	21	7
Crisis Intervention/Support	1	1
DME Medical equipment/loan	12	11
Family Support	14	9
Friendly visiting	2	2
General Information/Referral	9	9
Inter-generational program	1	1
Isolation Intervention	9	3
Nutritional support	48	28
<b>Totals</b>	<b>168</b>	<b>64</b>

# OUTREACH STATISTICS JULY 2017

Services provided between 07/01/2017 and 07/31/2017

Interaction	Duplicated	Unduplicated
email	3	2
Home Consultation	31	19
mail/letter/card	1	1
Office Consultation	23	23
Phone Consultation	110	48
Totals	168	64