

Voted on March 14, 2019

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, February 14, 2019 at 5:31 p.m. and Liz Pape recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

1. Open Meeting

2. Roll Call

PRESENT

Sheila Battles, (2021) Member
Keyin Beaupre, (2019), Vice Chair
Bob Bloom (2020), Treasurer
Joe LaGrassa (2021) Member
Deb MacLennan, (2021) Member, arrived 5:47
Liz Pape (2020), Chair

Veronica Buckley, Director
Dick Maki, Building Committee
Maureen Cranson, Building Committee
David Cosgrove

ABSENT

Nancy Castagna (2020) Member
Charles Madden (2019) Member
Sue Protano (2019), Secretary

3. Review/Approve Minutes and All Monthly Reports

Motion by Bloom, Battles seconded, to approve previous meeting's minutes

- Minutes from the January 10, 2019 Council on Aging meeting were tabled as there was not a quorum.

Motion by Bloom, LaGrassa seconded, to approve Treasurer's Report with corrected Revolving Funds Balance.

- Passed unanimously.

Motion by Beaupre, Bloom seconded to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Bloom, Beaupre seconded, to approve Director's Report & Outreach Report

- Passed unanimously.

4. Building Committee Update

Maureen Cranson spoke on the HVAC system issues, which are still being worked on by the building committee. Cranson, Bob Bloom and Dick Maki are meeting Tuesday with the engineer to try to fix the existing system and also look at kitchen mini-splits. Kevin Beaupre is working on the plan for completion of the building for MART vans and additional storage.

5. Public Session

Maureen Cranson reported on FOSS. The Sterling Country Club is not able to host The Taste of Sterling this year. The Taste will most likely be held at the Sterling Senior Center on May 5. FOSS is hosting a Chinese Dinner with a trivia game afterward on Saturday, April 13 at the senior center. They are still finalizing details around tickets. Maureen also reported that the Finance Committee will be doing budget reviews on Saturday, March 2. Town of Sterling staff evaluations are currently underway and there may be possible merit and longevity increases.

6. Committee Reports

- **Arts Committee** – Dick Maki reported on the Artists' Reception to be held on Tuesday, March 5 for the Fitchburg/Leominster area photography group. The May/June exhibit will be the annual student work display with the school string ensemble playing at that reception. The summer exhibit is still to be determined..
- **Evening Dinner Committee** – Deb MacLennan announced that the Feb 27 evening dinner will be prepared by the chef of Sterling Village and the evening dinner committee will serve. There will be a presentation during dinner. March 27 will be the Hello Spring Picnic Dinner. April dinner is still to be determined. The January dinner was very successful with about 50 guests and good music.

- **Marketing Committee** – Liz Pape reported that the committee was unable to meet in January, but that updates to the website have been made.
 - **Program Committee** – Veronica Buckley reported that the next meeting is Tuesday at 9 am. The committee is taking a step back and evaluating current programs to see how they're doing and what gaps exist.
7. **Director's Update-**
 Motion by Beaupre, Bloom seconded, to approve the expenditure of up to \$612 from the Gift Account for the purchase of a new desk for the SHINE office.
- Passed unanimously.
- Veronica provided an update on the West Sterling Court Restoration Committee which has been formed under the Recreation Department to undertake the restoration of the courts, which the senior center uses for pickleball on Monday, Wednesday and Thursday afternoons.
8. **Unfinished Business**
9. **New Business**
- a) **CY 2018 Director's Accomplishments to Goals** were presented to the board by Veronica.
 - b) **CY 2019 Director's Goals** were presented to the board by Veronica.
- Motion by Bloom, LaGrassa seconded, to approve the CY2019 goals with the additional goal of "contact all over 80's annually", and modify wording to "provide 2 informational programs as part of the community outreach program, Understanding Public Benefits" at Sholan."
- Passed unanimously.
 - c) **Feedback o Town Administrator on CY18 accomplishments** was discussed.
 - d) **Update on newsletter printing contract:** Veronica reported that the senior center has a 3-year contract with LPI for the printing of the newsletter. The existing contract expires Sep 2019, and Veronica has been in contact with LPI to determine terms of renewal.
 - e) **Upcoming Mother's Day Tea** is scheduled for Friday, May 10 from 1-3.
10. **Future Topics** – the West Sterling Court Restoration Committee would like to present at the board meeting next month.
11. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, March 14, 2019 at 5:30 p.m.**
12. **Adjournment**
 Motion by Bloom, MacLennan seconded, to adjourn at 7:20 pm.
- Passed unanimously

Respectfully submitted,

Liz Pape
 Chair

Attachments –

For more details and review, copies of the Arts, Marketing/Communications and Program Committee minutes are available at the reception desk along with the Director's and Outreach Reports.

MEETING DATE: March 14, 2019

TIME: 5:30 -7:30pm

If applicable, please fill in Executive Session START TIME: _____ END TIME: _____ Re-open to Public? If
yes ☐ state approximate time: _____

Subject of Executive Session: _____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

TOWN CLERK OFFICE USE
ONLY

Sterling Senior Center Meeting Rm. 36 Muddy Pond Rd, Sterling, MA

LOCATION

ROOM

Name: Liz Pape, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call
3. Review/Approve Meeting Minutes of January 10, 2019 and February 14, 2019; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
 - a. Letter from Mr Gettens
 - b. Presentation by West Sterling Court Renovation Committee
6. Committee Reports
 - a. Arts Committee
 - b. Evening Dinner Committee
 - c. Marketing/Communications Committee
 - d. Program Committee
7. Director's Update
 - a. Gift account expenditure request and vote
8. Unfinished Business
9. New Business
 - a. Letter of support for West Sterling Court Renovations and vote
 - b. Board resignation and nomination vote
 - c. FOSS liaison nomination and vote
 - d. Building Committee needs list and vote
 - e. FOSS needs list and vote
 - f. Operations Coordinator interview committee
10. Future Topics
11. Next Meeting: Thursday April 11, 2019, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Council on Aging Treasurer's Report FY19

CoA Board Meeting , February 14, 2019

FY19 July 1, 2018 – January 24, 2018

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages	\$ 153,330.95	\$ 80,831.97	\$ 72,498.98	53%
01541-53000	CoA Home Care	\$ 400.00	\$ 0.0	\$ 400	0%
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 3,000	\$1,300.00	70%
01541-57000	CoA Expense	\$16,050.00	\$ 7,721.78	\$ 8,328.22	48%
01540-57000	Sr Center Operations	\$15,935.00	\$ 10,235.66	\$ 5,699.34	64. %
01540-51300	Sr. Cntr Ops Co-ordinator	\$16,665.00	\$ 6,928	\$ 9,737	42%

Other Accounts

Account #	Description	FY19 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$18,699.08	\$19,080.00 *	\$19,748.04	\$18,03.371**
25003-	CoA Donation/	\$13,822.82	\$1,725.00*	\$357.62	\$15,190.20
26011-	Formula Grant	\$ 0.00	\$0.00	\$8,906.95	\$(8,006.95)

Account #	Description	FY19 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 4,495.28	\$1,950.00 *	\$83.04	\$ 6,362.24

* Does not reflect to date value.

** 3.6% below starting balance

Bob Bloom, COA Treasurer

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period February 1-28, 2019
March 14, 2019 COA Board Meeting

- Volunteer Hours: 859.61
 - Admin/computer: 31.80
 - Board work: 24
 - Committee Work: 22.5
 - Meal Site: 279.88
 - Meals on Wheels: 97.58
 - Office Coverage: 275.93
 - Pancake breakfast: 34
 - Special Dinners: 2.5

Respectfully submitted,

Liz R. Pape

COA Board Meeting Feb 14, 2019

Director's Report for Jan 2019

Event Statistics from 1/1/19 – 1/31/19

Total event sign ins	Unduplicated	389
	Guests	94
	Duplicated	1962

Event Statistics from 1/1/18 – 1/31/18

Total event sign ins	Unduplicated	321
	Guests	89
	Duplicated	1459

Stats of note

Sterling participants over 60 for 2018
61% female
39% male

All participants over 60 for 2018
66% female
33% male

VAN REPORT Jan 2019

Van 1 42 Riders	279 trips	1623 miles
Van 2 19 Riders	105 trips	741 miles

KITCHEN REPORT Jan 2019

congregate lunch 543 or 27 per day
Pancake Breakfast 64

Additional topics for discussion

Goals!

Upcoming events:

Feb 22nd Lunch and Learn "Safety and Security"

Feb 25th Caregivers connect at SSC

Feb 27th Evening Dinner with Sterling Village supports the Walk to End Alzheimer's and Alzheimer and related dementia education.

March 14th St Patty's Day Luncheon with Irish Step Dancers

March 21st Going Steady / Fall Prevention Class with Marty (Free)

OUTREACH STATS FEBRUARY 2019

Services provided between 02/01/2019 and 02/28/2019

Application Assistance	8	5
Assessment/Well check	21	19
Case Management/Advocacy	15	13
Client finding/Outreach	4	4
DME Medical equipment/loan	6	5
Family Support	1	1
Friendly visiting	5	4
General Information/Referral	13	13
Health Benefit Counseling	1	1
Inter-generational program	8	7
Isolation Intervention	2	1
Nutritional support	12	9
Totals	96	65

OUTREACH STATS FEBRUARY 2019

Services provided between 02/01/2019 and 02/28/2019

Interaction	Duplicated	Unduplicated
email	2	2
Home Consultation	17	16
Office Consultation	28	20
Phone Consultation	49	41
Totals	96	65

This month 13 seniors NEW to the Senior Center
(in the past 6 months) were contacted.
2 were over 80.

This month was a short month and I was on vacation for a week.