

Voted on July 11, 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, June 13, 2019 at 5:31 p.m. and Sue Protano 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
Kevin Beaupre, (2019) Vice Chair
Bob Bloom (2020), Treasurer
Nancy Castagna (2020) Member
David Cosgrove, (2022) Member
Joe LaGrassa, 2021) Member
Deb MacLennan, (2021) Member
Liz Pape, (2020) Chair
Sue Protano, Secretary (2020)

ABSENT

All Present

Veronica Buckley, Director
Dick Maki, Building Committee

3. Review/Approve Minutes and All Monthly Reports

Motion by LaGrassa, Beaupre seconded, to approve previous meeting's minutes with correction.

- Minutes from the May 9, 2019 Council on Aging
- Passed unanimously. Pape abstained.

Motion by Protano, Cosgrove seconded to approve Treasurer's Report.

- Passed unanimously.

Motion Protano, LaGrassa seconded, to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Cosgrove, Castagna seconded, to approve Director's Report & Outreach Report

- Passed unanimously.

4. Building Committee Update

Dick Maki reported on the HVAC System-Estimate received from Whitney Bros. for 2- 21/2 ton units for \$9900. To be installed in the kitchen, one by the dishwasher area and the other near the back door. Awaiting quotes for 4 or 5 outlets around the building including one at the flagpole. Sean Hamilton to have the regulator valve installed that has been on order.

Jamie Rowe, Architect to draw up plans for additional parking 100' past the generator and will remove 2 trees in front yard for the addition of 9 diagonal parking spaces. Dick advised that this has to go before all boards as did with the building for the senior center. Possibly done by mid-fall.

5. Public Session

No report

6. Committee Reports

- **Arts Committee** – Dick Maki reported that the next 3 months events of the year have been planned which takes us through the end of the year. Dick spoke to Leominster Art Assoc. and extended an invitation for them to come to the senior center. July & August Charlie Gray displaying watercolor art.
- **Evening Dinner Committee** – Deb MacLennan reported on June 20, 2019 there would be a BBQ celebration for Father's Day. July no dinner, August 15, 2019 there will be a Car Show, Pam Dell and Rob Protano are Co-Chairs. Rain date will be August 22, 2019

- **Marketing Committee** – No report (meet quarterly)
- **Program Committee** – Nancy Castagna reported a new program being started "Music Trivia", once a month, starting Thursday, June 27, 2019, with music from the 40's thru the 60's. Ronna Davis to help with the start up of this program. A "Sing-a-Long" to music by Cole Porter for next month. History Club has been well attended with approximately 18 people. The book is "Soul of America"

7. Director's Update

Veronica reported to the Board of the upcoming events. Make & Takes, Monthly trips to the Museums. Same renewal contract with LPI as last year.

Gift Account Expenses

- Motion by Bloom, seconded by Beaupre for distribution of \$1050.00 from the Gift Account to help defray the cost of the Volunteer Appreciation Dinner. Passed unanimously

Kristen Dietel, Recreation Director and Veronica Buckley have letter of approval from BOS, for the Age & Dementia Program. David Cosgrove, Patricia Campbell and Veronica will be involved with this program. This program also to include the Fire and Police Departments.

8. Unfinished Business

Veronica Buckley along with board members reviewed Core Values and Beliefs, which were brainstormed at the May meeting, and did a SWOT analysis.

CoA board will work on this over the summer.

9. New Business – None

10. Future Topics

11. Next Meeting – The next monthly Board Meeting will be held on **Thursday, July 11, 2019 at 5:30 p.m.**

12. Adjournment

Motion by Battles, Bloom seconded, to adjourn at 7:35 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

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: July 11, 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

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

LOCATION

ROOM

TOWN CLERK OFFICE USE
ONLY

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 June 13, 2019; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
6. Committee Reports
 - a. Art Selection 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
 - a. Feedback on COA Board Member Book
 - b. Strategic plan discussion: Objectives and SMART Goals
9. New Business
 - a. Nomination and election of officers
 - b. Vote to re-establish Art Selection, Evening Dinner, Marketing/Communication and Program Committees
 - c. Distribute FY20 budget as approved at ATM
 - d. Distribute FY20 board roster
10. Future Topics
11. Next Meeting: Thursday **August 8, 2019**, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period June 1 - 30, 2019
July 11, 2019 COA Board Meeting

- Volunteer Hours: 895.58
 - o Admin/computer: 23
 - o Board work: 43.75
 - o Committee Work: 31.5
 - o Meal Site: 288.25
 - o Meals on Wheels: 114.75
 - o Office Coverage: 192.33
 - o Pancake breakfast: 34.50
 - o Special Dinners: 22

Respectfully submitted,

Liz R. Pape

COA Board Meeting July 11, 2019

Director's Report for June 2019

Event Statistics from 6/1/19 – 6/30/19

Total event sign ins	Unduplicated	462
	Guests	86
	Duplicated	2077

Event Statistics from 6/1/18 – 6/30/18

Total event sign ins	Unduplicated	374
	Guests	96
	Duplicated	1765

VAN REPORT June 2019

Van 1 38 Riders	305 trips	1844 miles
Van 2 21 Riders	162 trips	1009 miles

KITCHEN REPORT March 2019

congregate lunch 553 or 29 per day

Pancake Breakfast 62

Additional topics for discussion

Age and Dementia Friendly Sterling progress

New program update – Going Steady, 3 support groups, history club, date with music

Thank evening dinner comm and others for Father's Day BBQ

SSC usage – 8/5 – 8/9 classroom for rec; Aug 14th luncheon for SMLD

27 for lunch on July 5th

Upcoming events:

July 17	7p	Pit fire and sunset
July 23	6:30 pm	Alzheimer's Ed - Healthy Living
July 25	3:30 pm	A Date with Music - Ronna Davis sing along
July 31	6:30 pm	Cannabis 101
Aug 12	1:00 pm	Marijuana for Seniors
Aug 15	5:30pm	3 rd Annual Car Show

OUTREACH STATISTICS JUNE 2019

Services provided between 06/01/2019 and 06/30/2019

Category	Duplicated	Unduplicated
Application Assistance	4	4
Assessment/Well check	13	12
Case Management/Advocacy	16	14
Client finding/Outreach	11	11
DME Medical equipment/loan	13	9
Family Support	2	2
General Information/Referral	8	8
Health Benefit Counseling	3	2
Healthcare service	1	1
Inter-generational program	4	3
Isolation Intervention	3	3
Nutritional support	12	12
Totals	90	69

OUTREACH STATISTICS JUNE 2019

Services provided between 06/01/2019 and 06/30/2019

Interaction	Duplicated	Unduplicated
email	3	2
Home Consultation	32	27
mail/letter/card	1	1
Office Consultation	19	16
Phone Consultation	35	31
Totals	90	69

This month 31 seniors NEW to the Senior Center
(in the past 6 months) were contacted.

15 were over 80.

Since August 2018, I have completed 110 home visits to deliver light bulbs from the light dept, lights from the senior center and gathered information regarding firestop installation.

SWOT ANALYSIS
Sterling COA/SSC 5-year Plan
June 13, 2019

STRENGTHS

- Energy
- Positivity
- Volunteers
- Staff and great leadership
- Participants
- Board and committees really helpful
- Variety of programs
- Local resources that we can draw on
- Supportive community
- Kitchen manager and home-made meals
- Positive/welcoming culture atmosphere
- Willing/seeking ways to improve
- Great facility
- Van service
- Sterling seniors at 33% in senior center – beat the state average of 28%

WEAKNESSES

- Not attracting younger seniors (55-65)
- Need more offerings for younger seniors
- Data collection of volunteer hours not accurate
- Need more publicity
 - SLCT interviews
 - Town alert for different programs
 - Different avenues for advertising that younger seniors use
- How can we better reach out to and serve those with disabilities to increase visits to sr center
- Outreach – home visits not translating into visits to sr center
- Not using students as means of reaching parents and grandparents
- Need more frequent open houses
- We don't re-do the successes, such as the Volunteer Open House to serve neighboring non-profits

- Parking inadequate

OPPORTUNITIES

- Change the image of seniors and the center
- Can we increase participation of seniors from 28% (state average) to a higher percentage? (NOTE: SSC is currently at 33%)
- Sterling senior population growing at rapid rate – nearly exceeds number of students (see data sheet)
- Pre-seniors: target them
- Sterling Master Plan underway – play into it
- Seniors from other towns

THREATS

- Other sr centers – new buildings
- Weather can impact participation
- Lack of public transportation within town (other than sr center vans)

FEEDBACK FROM SENIORS – “How could the Sterling Senior Center better serve our seniors in the next 3-5 years?”

- Turn off heat
- More parking spaces (1 star)
- Shades for dining room/bldg.
- More storage/parking garage for vans
- More chicken waffles
- More room!
- More music groups
- Spanish for beginners
- Add an outdoor shuffleboard and bocce (1 star)
- Add a fabric arts group – “quilting bee” (1 star)
- More Sterling history talks
- Cooking classes
- Grandparent support group (1 star)
- Add a second floor (1 star)
- Genealogy 101 (4 stars)
- Soundproof between kitchen and yoga (6 stars)
- Pool/Jacuzzi/hot tub/sauna

- Don't book exercise classes so close (Thurs AM) – too much confusion
- More veteran things to do
- legal
- Legal problems/solutions with grandparent visitation rights
- 2nd computer