

Approved October 10, 2019

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

The Sterling Council on Aging Board meeting was called to order at the Sterling Senior Center on Thursday, September 12, 2019 at 5:30 pm 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**

**ABSENT**

Sheila Battles (2021) Member  
Kevin Beaupre, (2022) Chair  
Bob Bloom (2022) Member  
Nancy Castagna (2020) Member  
David Cosgrove, (2022) Treasurer  
Joe LaGrassa, (2021) Member  
Deb MacLennan, (2021) Member  
Liz Pape, (2020) Secretary  
Sue Protano, Member (2020)

Veronica Buckley, Director

**3. Review/Approve Minutes and Treasurer's Report**

Motion by Cosgrove, Battles seconded, to approve previous meeting's minutes of August 8, 2019.

- Passed unanimously.

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

- Passed unanimously.

**4. Building Committee Update**

a) Maureen Cranson and Robert Bloom provided the Building Committee updates.

**5. Public Session**

a) Maureen Cranson gave the FOSS (Friends of Sterling Seniors) update. December 14 is the Cookies and Crafts Fair, from 9-3. FOSS publicly thanked Mr Richard Maki for his help in getting an electric car for the Senior Center.

**6. Committee Reports**

a) **Art Selection Committee** – Sue Protano gave the Art Selection Committee update.

b) **Evening Dinner Committee** – Kevin Beaupre publicly thanked Pam Dell and Rob Protano for their outstanding efforts in organizing the cars for the Classic Cars event at the Senior Center. Veronica Buckley publicly thanked the Evening Dinner Committee for a great job on the Classic Cars event. Deb MacLennan provided the rest of the Evening Dinner Committee update.

c) **Marketing/Communications Committee** – No update.

d) **Program Committee** – Nancy Castagna provided the Program Committee update.

**7. Director's Update**

**a) Gift account expenditure requests and votes**

Motion by Cosgrove, seconded by LaGrassa, for an expenditure not to exceed \$243.71 from the gift account for promotional items that were purchased for use at the Sterling Fair.

- Passed unanimously.

Motion by Pape, seconded by Battles for an expenditure from the gift account not to exceed \$411 for

Classic Car event food expenses.

- Passed unanimously.

**b) Director's Report:** Veronica Buckley gave the Director's Report which includes the Outreach and Volunteer Coordinator's Reports.

Motion by Bloom, Cosgrove seconded, to approve Director's Report.

- Passed unanimously.

## **8. Unfinished Business**

**a)** Strategic plan discussion to develop plan objectives.

## **9. New Business**

Motion by Pape, seconded by MacLennan to rescind the vote of July 11, 2019 to re-establish the Art Selection, Evening Dinner, Marketing/Communications and Program Committees of the Sterling Council on Aging in order to be in compliance with the Open Meeting Law.

- Passed unanimously.

## **10. Future Topics**

**a)** Holiday Party planning

**11. Next Meeting** – The next monthly COA Board meeting will be Thursday, October 10, 2019 at 5:30 pm at the Sterling Senior Center.

## **12. Adjournment**

Motion by Bloom, Battles seconded, to adjourn at 7:37 pm

- Passed unanimously

Respectfully submitted,

Liz Pape  
Secretary  
Attachments –

## Council on Aging Treasurer's Report FY2020

CoA Board Meeting, September 12, 2019  
Reporting for Month ended August 31, 2019

**FY19 July 1, 2019-June 30, 2020**

Account #	Description	Appropriated	Expended	Balance	Percent of Appropriated
01541-51200	CoA Wages **	\$187,464.12	\$24,470.64	\$162,993.48	13.05%
01541-53000	CoA Home Care	\$400.00	\$0.00	\$400.00	0.00%
01541-53001	CoA Title VII Nutrition & WHEAT	\$4,300.00	\$0.00	\$4,300.00	0.00%
01541-57000	CoA Expense	\$16,050.00	\$2,885.53	\$13,164.47	17.98%
01540-57000	Sr Center Operations	\$21,755.00	\$4,222.97 *a	\$17,532.03	19.41%

### Other Accounts

Account #	Description	FY20 starting balance	Revenues ***** 48400	Expenses ***** 57000	Current Balance
24000-	Revolving funds	\$16,320.18	\$4,555.23 *	\$7,186.49	\$13,688.92 *b
25003-	CoA Donation/	\$15,363.88	\$609.00	\$160.00	\$15,812.88 *c
26011-	Formula Grant	\$0.00	\$0.00	\$2,219.93	(\$2,219.93) ***

Account #	Description	FY20 starting balance	Revenues ***** 48000	Expenses ***** 57001	Current Balance
24000-	Sr. Center Usage	\$5,288.97	\$900.00 *	\$0.00	\$6,188.97

\* Does not reflect to date value

\*\* Appropriated amount for COA Wages represents base requested amount. To be adjusted by Merit and Longevity program when finalized.

\*\*\* Formula revenue not yet received

\*a Net of Town Account 01540-57003 Contra-Expense \$1,250.00.

\*b Rev. Fund Current Balance 83.88% of beginning balance.

\*c COA Donation/ Current Balance 102.92% of beginning balance.

Accum. Percentage expected through August:

16.67%

David Cosgrove, Treasurer

## **COA Board Meeting Sept 12, 2019**

### **Director's Report for Aug 2019**

#### **Event Statistics from 8/1/19 – 8/31/19**

Total event sign ins	Unduplicated	390
	Guests	81
	Duplicated	2156

#### **Event Statistics from 8/1/18 – 8/31/18**

Total event sign ins	Unduplicated	347
	Guests	125
	Duplicated	1924

#### **VAN REPORT Aug 2019**

Van 1	39 Riders	343 trips	1834 miles
Van 2	29 Riders	154 trips	965 miles

#### **KITCHEN REPORT Aug 2019**

# congregate lunch 609 or 29 per day  
# Pancake Breakfast 75

#### **Additional topics for discussion**

Age and Dementia Friendly Sterling progress  
Car Show 2019  
Sterling Fair 2019 event and marketing opportunity for 2020  
Space Requests for Recreation Programs 2019 / 2020

#### **Upcoming events:**

Dull Men's Club, History Club, Armchair Travel have resumed after summer hiatus

Sep 18	6:00 pm	Evening Barbecue (Last of the Year!)
Sep 25	11:30 am	Apple Fest and Apple Dessert Bake Off
Sep 26	3:30 pm	A Date with Music: Folk songs with Toly
Oct 1	10 am	Flu clinic

## OUTREACH STATISTICS AUGUST 2019

Services provided between 08/01/2019 and 08/31/2019

Interaction	Duplicated	Unduplicated
email	7	7
Home Consultation	37	35
Office Consultation	49	31
Phone Consultation	64	42
<b>Totals</b>	<b>157</b>	<b>96</b>

This month 36 seniors NEW to the Senior Center (seen in the past 6 months) were contacted. 16 were over 80.

Since August 2018, I have completed 131 home visits for the outreach to over 80 population.

Services provided between 08/01/2019 and 08/31/2019

Category	Duplicated	Unduplicated
Application Assistance	19	12
Assessment/Well check	32	27
Case Management/Advocacy	24	13
Client finding/Outreach	9	9

<b>DME Medical equipment/loan</b>	9	8
<b>Family Support</b>	4	4
<b>Friendly visiting</b>	10	9
<b>General Information/Referral</b>	17	16
<b>Inter-generational program</b>	4	4
<b>Isolation Intervention</b>	3	1
<b>Nutritional support</b>	23	17
<b>Referral from Community</b>	3	2
<b>Totals</b>	<b>157</b>	<b>96</b>

# Volunteer Report August 2019

admin – computer	19.00	\$342.00
Baking	1.00	\$10.00
Board work	22.50	\$180.00
Bread Run	9.00	\$126.00
Cards	3.50	\$28.00
Collecting money	2.00	\$16.00
Committee work	28.75	\$0.00
Decorating the room	4.00	\$32.00
Friendly Visitor	9.00	\$0.00
Grants	5.00	\$100.00
Instructor	20.67	\$413.33
Meal Site	319.92	\$2,559.31
Meetings	5.00	\$40.00
Miscellaneous	15.00	\$120.00
MOW	119.25	\$954.00
Office coverage	210.75	\$1,686.00
Pancake Breakfast	35.33	\$282.67
Room set up	4.58	\$36.67
Special Dinners	19.50	\$292.50
<b>Totals</b>	<b>853.75</b>	<b>\$7,218.48</b>

A larger pool of active volunteers (an increase of 20 over the same period in 2018 (52)), covering a similar number of hours (2018=828).

Volunteers continue to improve their record keeping by signing in for shifts on MySeniorCenter (including board and committee members, much appreciated ☺).