

**COUNCIL ON AGING
P.O. BOX 243
Sterling, MA 01564**

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, August 7, 2014 at 4:30 p.m.

1. Roll Call

PRESENT

Anita Benware, Member
Sharon Bloom, Vice Chair
Irene Camerano, Member
Constance Cleary, Treasurer
Ken Day, Associate
Sue Doucette, Secretary
Barbara Foster, Chair
Mary Higgins, Member
Karen Phillips, Director
Peter Watson, Member

ABSENT

Debra MacLennan, Member
Ellen Sesia, Associate

2. Approve Minutes - Mary made a motion to accept the June 5, 2014 minutes; Sharon seconded; all in favor.

3. Senior Center Building Committee Update - Maureen Cranson, Chairman of the SCBC, informally updated the CoA Board. The building project is moving forward and the SCBC has chosen Architectural Consulting Group (ACG) as the Project Manager (PM); and are confident that ACG will accomplish getting the building completed on time and within budget. The SCBC chose ACG based on qualifications, experience, references, etc. Maureen stated that SCBC are in compliance with State Laws. The SCBC is now searching for an architect for the new senior center. Committee members have changed, and the SCBC are awaiting the re-constitution from the Board of Selectmen (BOS).

4. Discussion and Possible Vote on Associate Member - Bob Bloom's name was presented as a possible associate member candidate. Discussion was open to the floor. Peter made a motion to accept Bob as an associate member; Mary seconded; all in favor except for one (1) abstention.

5. Discussion and Possible Vote on Formula Grant - Karen is sending in the Formula Grant to the state. The money received is used for printing/mailling the newsletter; subsidizing the yoga class; and paying for part of the Outreach Aide's salary. We receive a total of \$12,888 (1,611 elders @ \$8 each); \$1,820 is used for yoga, \$6,779 for the newsletter, and \$6,500 for the mailings. Peter made a motion to ask Karen to look into different printers/publishers to include advertisements in the newsletter (to bring down costs); Mary seconded; all in favor.

6. Discussion on Goal Setting -

a) MCOA Certification - Karen discussed the Massachusetts Association of Councils on Aging (MCOA) staff certification and requirements for directors. She would like to participate in this program and would be willing to do the work necessary to attain this goal. This certification would not only benefit Karen, the Town of Sterling and the new senior center.

b) Volunteer Coordination - We are looking for someone to become the "Volunteer Coordinator" for the new senior center. This may include updating manuals, the library, and organizing volunteers, etc. We may also look into job descriptions. Peter made a motion to ask the board to look into this; Sharon seconded; all in favor.

c) **Increase Van Usage** - MART notified Karen and suggested that we increase ridership and fees, and that they may cut their reimbursement to the town. Currently we charge \$1 for in town and \$2 for out of town usage. It was suggested that we may want to increase fares and place an article in the *Landmark* and/or the *Meetinghouse News* to try and increase van ridership.

d) **Increase Board Presence at Senior Center Functions** - Barbara suggested that there should be an increased Board presence at senior center functions and that they should be more visible. Functions are usually held every 2nd Thursday of every month. We also need people to bake, set-up and clean-up.

e) Briefly discussed revamping of the newsletter and whether to offer electronic version.

7. **Discussion and possible vote on office coverage** - A brief discussion over office coverage came up. Karen wanted to know if she could approach non-board members to help cover the office. Mary made a motion to accept the approach of non-board members covering the office; Peter seconded; all in favor.

8. **Yard Sale on Saturday, September 20th** - All board members must help with the yard sale. A sign-up sheet was distributed so that coverage could be scheduled.

9. **MCOA Fall Conference at Cape Cod** will be held at the Sea Crest Beach Hotel in North Falmouth, MA on October 8, 9, & 10. Karen, Mary, Nickole & Sharon will attend three (3) days. Barbara and Sue will attend one (1) day only. Paperwork was filled out and Karen will submit to MCOA for registration.

10. **Evening Game Night** - Tabled until next month.

11. **MySeniorCenter Update** - Through the end of July, 263 different seniors participated in 5,866 events. If you count those over 40, the numbers increase to 275 different people and 6,222.

12. **Topics for Future Meetings** - goal setting; game night; miscellaneous trips (Sholan, Monty Tech, Assabet); luncheons (Chinese, pizza).

13. **Director's Report - Van Report #1** - 1,266 total miles, 541 trips, transported 30 people. **Van Report #2** - 542 total miles, 130 trips, transported 18 people. Joan (Friday van driver) has had to make some adjustments. She is getting more comfortable with the route. **Grant** - The senior center received a grant for carbon monoxide detectors which are currently in the office. They will be distributed to seniors.

14. **Payroll** - Karen needs someone to sign payroll on August 11 and 25. Sharon will sign on the 11th and Sue will sign on the 25th.

15. **Signing of the Warrant** - The Warrant was passed around for everyone to sign.

16. **Next Meeting** - The next Board Meeting will be held on Thursday, September 4, 2014 at 4:30 p.m.

17. **Adjournment** - The meeting was adjourned at 5:55 p.m. Peter made a motion to adjourn; Sharon seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary