

The Council on Aging Board meeting was called to order at 4:32 PM on Thursday, February 7, 2013 in the Senior Center.

Members present:

Anita Benware

Sharon Bloom, Vice chair

Irene Camerano

Constance Cleary, Treasurer

Sue Doucette

Barbara Foster, Chair

Mary Higgins, Secretary

Debra MacLennan

Peter Watson

Ken Day, Associate

Members absent: Ellen Sesia, Associate

Karen Phillips, Director, was also in attendance.

Minutes – Irene made a motion to accept the minutes from January 2013. Debbie seconded the motion. All were in favor.

Outreach update – Nickole Boardman, Outreach Aide, came to give an update on her position. She has been actively visiting seniors in town. Everyone has been very welcoming.

Update on Vision Statement – The board was given copies of the Vision Statement for the new Senior Center that was voted on January 2012 (see attached). No one had any changes.

Update from Building Committee – The committee chose an OPM. The BOS is working out the contract. The money is coming from the COA account for the new Senior Center. The OPM's job is to help us get through town meeting and have the project pass.

Friday Driver – We had one internal applicant for the position – Louis Massa, Animal Control Officer. He got permission from the Police Chief to take the position. He will have to have a physical and trainings from MART before starting. Peter made a motion to offer Louis the position. Sharon seconded it. All were in favor.

Meal Site Manager – MOC has agreed to send someone over every week on Tuesdays to assist with paperwork and to pick up the money. They also agreed to fund the position until the end of June, so a job posting will be in the papers soon. The job description has been written and was pointed by the Personnel Board. We have a placeholder for the position at town meeting.

Vote on FOSS using kitchen – The Friends of the Sterling Seniors have asked permission to use the kitchen for their Corned Beef Dinner on March 3rd. Peter made a motion to allow FOSS to use the kitchen. Irene seconded it. All were in favor.

Valentine's Day – Karen will not be in on Valentine's Day. This is a busy day due to the special meal and entertainment. The board was asked to help with lunch and the program and to bring refreshments.

Volunteer Recognition – Volunteer Recognition is generally in April. If anyone has an idea for a gift, please speak to Karen.

Second Van – Brian Patacchiola, BOS, has advocated for a second van. We will be getting a second van for 20 hours a week. The board feels that 8:30 – 12:30 Monday to Friday would be a good schedule, as we currently do not provide service during this time. Karen will work with HR to post the position internally and then externally. Terri Ackerman will ask the FinCom for a reserve fund transfer to cover the position until the end of June. Our budget will be amended to cover the new expense of this position.

Entertainment for Christmas – The board is interested in having the same performer as this past year. Karen will try to book him.

Yard Sale – tabled

Saturday Brunch and/or Bake Sale – Barbara asked if there was any interest in having either of these programs in the Spring.

Publicity – We are trying to get articles in the Meetinghouse News on a regular basis. If anyone has any ideas, let Karen or Barbara know.

Game Night – The board will revisit in the Spring.

Conflict of Interest Training – Karen reminded the board that this training is mandatory for anyone who did not take it in 2012. The training takes about 1 hour.

MySeniorCenter Update – The numbers start over in January. Last month 95 different people came to the center and participated in 601 different events.

Topics for future meetings – Building Committee, Van Drivers, MySeniorCenter, Volunteer recognition

Director's Report – No van report for this month. Upcoming events : 2/13 Yoga for Back Care, 2/14 Calliope Productions Young at Heart, 2/18 closed for Presidents' Day, 2/21 SHINE, 2/21 Elder Keep Well Clinic, 2/28 Book club. Every Tuesday, Sarah LaMountain, School Committee rep, will be here to answer questions. No trainings attended last month. Senior Center issues – new people are coming into the center and need to feel welcomed. Everyone has to make an effort to be friendly. When Karen is not around the volunteers, especially Board Members, are expected to help out with cleaning up and closing the center. With part time staff, the volunteers are especially needed to make sure that the center is open as much as possible. Board Members are expected to support the Director. Only staff can use the computers. If someone is out sick or has a change in plans, we need to be a little more understanding.

The warrant was passed for consideration and signatures.

The next meeting will be on Thursday, March 7, 2013 at 4:30 PM.

Connie made a motion to adjourn the meeting. Mary seconded it. All were in favor.

The meeting was adjourned at 5:40 PM.

Respectfully submitted,

Mary Higgins
COA Secretary

*note from secretary: please try to keep side discussions to a minimum. It is difficult to keep proper minutes when people are talking about other subjects during the meeting.