

Voted on as amended December 7, 2017.

Council on Aging
36 Muddy Pond Road
Sterling, MA 01564

The Council on Aging Board Meeting was called to order at the Senior Center, on Thursday, November 9, 2017 at 5:30p.m.

1. **Open Meeting**
2. **Roll Call**

Present:

Kevin Beaupre, Vice Chairman
Nancy Castagna, Member
Barbara Foster, Member
Debbie MacLennan, Member
Liz Pape, Chairman

Absent:

Bob Bloom, Treasurer
Sue Doucette, Secretary
Angie Richard, Associate

Charles Madden, Member (amended Dec. 7, 2017)

Veronica Buckley, Director
Maureen Cranson, Building Committee

3. **Review/Approve Minutes and All Monthly Reports: Minutes:** Motion to accept as read by Kevin, 2nd by Charlie. All in favor. **Treasurer's Report:** Motion to accept Kevin, 2nd Charlie. All in favor. **Outreach Report:** Motion to accept by Kevin, 2nd Charlie. All in favor. **Director's Report:** Motion made to accept by Kevin, 2nd Charlie. All in favor.
4. **Building Committee:** Maureen reported that the generator and concrete for the base have been ordered. The HVAC is still problematic. Annual building maintenance has been scheduled. Septic will be pumped in November, after which it will be done with all town buildings.
5. **Committee Reports:** Debbie reported a change in the dinner dates from the 3rd to 4th Wednesday for January, February and March. No dinner in April and May's will be the scheduled Spring Fling on May 11th. Menus for January and February are done, March to be announced. Marketing Committee: Liz spoke about an article she wrote will be published in the Meetinghouse News and Lex Thomas will write one to be published at a later date. WRHS Computer Club is interested in helping with our Facebook. Nancy stated the surveys are complete and ready to be tallied. The Photography Class "meet and greet" is December 11th. First Armchair Travel Program is January 11th at 2:00. We will travel to Greece.

6. **Director's Report:** The Art Reception for Debbie Pederson was a success. Veronica briefed us upcoming events as listed in the December Newsletter. She gave us a brief summary of the classes she and Nickole attended during the MCOA Conference in October. 2018 goals were discussed: the need to "go beyond our walls" and concentrate on more community service. The need for a "catch phrase" was also discussed. More information will be presented in January. We have received \$360.00 from the sale of ads in the newsletter.
7. **Unfinished Business:** After a brief discussion regarding the Usage Contract for town organizations. The wording "Sterling community based organizations" is to be added to the events and meetings contracts in the no-fee category. Kevin made the motion to accept, Charlie 2nd. All in favor. The annual Christmas Party will be chaired by Barbara with volunteer Sue Protano. Calendars and ornaments are still being researched.
8. **New Business:** Maureen will take care of our Holiday decorations using last years' items. The FOSS annual Cookie Sale is Saturday, December 9th from 9 – 2. We will have a craft table. FOSS will pay for our table. Barbara will be there from 8 to 11. Veronica from 11 – 2. One more board member is needed for each time frame. Debbie will make a basket to be raffled off. Left over items will be available at the party Sunday afternoon. Debbie suggested that we each bring a "treat" to share at our December meeting.
9. **Future Topics:** 2018 and beyond goals. New board member.
10. **Adjournment:** Prior to a motion to adjourn Liz told us she would not be at the December meeting. Kevin made the motion to move the date to the 13th, Charlie 2nd. During discussion it was decided that the 7th would be a better date. Kevin withdrew his original motion and made a new one for the 7th Barbara 2nd. All in favor. Motion to adjourn at 7:50 p.m. made by Kevin, 2nd by Barbara. All in favor.

Respectfully submitted,

Barbara Foster
Secretary-Pro tem

Attachments – 4

Council on Aging Treasurer's Report
CoA Board Meeting November 9, 2017
(As of October 18, 2017)

FY18 July 1, 2017- October 18, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800.00	\$ 38,991.74	\$ 94,808.29	<i>\$39,025</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 0.00	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 167.87	\$ 4,132.13	
01541-57000	CoA Expense	\$16,050.00	\$ 3,211.91	\$ 12,838.09	<i>\$4,681.25</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 4,259.75	\$ 11,675.25	<i>\$4,647.71</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00		\$ 15,065.00	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$12,572.85	\$0.00	\$ 2,795.53	\$ 9,777.32
25003-	CoA Donation/ Gift Account	\$ 12,232.57	\$ 0.00	\$ 0.00	\$ 12,232.57
26011-	Formula One Grant	\$ 0.00	\$0.00	\$ 7,670.59	\$ (7,670.59)

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1599.19	\$ 0.00	\$ 250	\$ 1,349.19

**Respectfully Submitted,
Bob Bloom, Treasurer**

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period October 1-31, 2017
November 9, 2017

- Volunteer Hours: 639.91
 - Admin/computer: 16
 - Committee: 13.25
 - Meal Site: 250.75
 - Meals on Wheels: 23.50
 - Office Coverage: 107.50
 - Pancake breakfast: 28

- My volunteer hours for October: 24 hours

Respectfully submitted,

Liz R. Pape

Director's Report for October 2017

My Senior Center Report 10/1/17 – 10/31/17

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	30	20	0	0
Congregate Meals	378	73	34	0
Fitness/Exercise	505	146	11	0
Food	127	72	17	0
Health Screening	20	18	0	0
Information Sharing	27	16	0	0
Recreation	163	83	11	0
Social Event	472	102	0	0
Total Event Signins	1722	343	73	0

Comparative stats from 10/1/16 – 10/31/16

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	33	18	0	0
Congregate Meals	253	68	81	0
Fitness/Exercise	380	120	4	0
Food	86	50	78	0
Health Screening	6	6	1	0
Information Sharing	142	37	0	0
Recreation	5	2	0	0
Social Event	441	95	26	0
Total Event Signins	1346	254	190	0

VAN REPORT October 2017

Van 1 37 Riders 203 trips 1756 miles

Van 2 16 Riders 100 trips 779 miles

KITCHEN REPORT September 2017

MOC Meals Served 210 or 17 per day

Home Cooked or other 229 or 25 per day

Pancake Breakfast 74

For Discussion / Director's Update:

MCOA Conference Highlights

LPI Report

OUTREACH STATISTICS OCTOBER 2017

Services provided between 10/01/201 10/31/2017

Interaction	Duplicated	Unduplicated
email	5	4
Home Consultation	43	26
Office Consultation	38	29
Phone Consultation	98	56
Totals	184	83

OUTREACH STATISTICS

OCTOBER 2017

Services provided between 10/01/2017 and 10/31/2017

Application Assistance	23	14
Assessment/Well check	36	23
Case Management/Advocacy	17	9
Crisis Intervention/Support	1	1
DME Medical equipment/loan	15	14
Family Support	11	8
Friendly visiting	5	3
General Information/Referral	35	30
Health Benefit Counseling	1	1
Inter-generational program	16	12
Isolation Intervention	7	3
Nutritional support	17	14
Totals	184	83