

Approved on May 5, 2016

**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, April 7, 2016 at 4:30 p.m.

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

PRESENT

Sharon Bloom, Chairman
Bob Bloom, Associate
Irene Camerano, Member
Constance Cleary, Treasurer
Sue Doucette, Secretary
Barbara Foster, Vice Chair
Mary Higgins, Member
Debra MacLennan, Member
Liz Pape, Volunteer Coordinator
Karen Phillips, Director
Ellen Sesia, Associate
Peter Watson, Member

ABSENT

Ken Day, Associate

- 3. Review/Approve Minutes** – Mary made a motion to accept the March 3, 2016 minutes; Barbara seconded; all in favor. Barbara made a motion to accept the March 22, 23 and 24, 2016 minutes; Mary seconded; all in favor.
- 4. Discussion and Vote on Steering Committee Charter** - Mary made a motion to accept the Charter for the Sterling Center Steering Committee as written; Sue seconded; no opposition; all in favor. (*Attachment 1*)
- 5. Appoint Nominating Committee** – Nominating Committee was appointed by the Board. Namely, Mary Higgins, Connie Cleary, and Sue Doucette. The committee will report their recommendations to the Board at the May 5th meeting. Elections will take place in June.
- 6. Discussion and Vote on Friday Driver** – Peter made a motion to hire Robert Protano as the Friday van driver; Deb seconded; no discussion; all in favor.
- 7. Discussion and Vote on Donation of Christmas Tree** - Janet Cosgrove would like to donate a pre-lit Christmas tree for the New Senior Center. Peter made a motion to accept the Christmas tree; Mary seconded; all in favor.
 - a. Discussion and Vote on Monthly Decorations** – Peter, made a motion to decorate the Christmas tree during the holiday season; Sue seconded; no discussion; all in favor.
- 8. Next Meeting** - The next Board Meeting will be held on Thursday, May 5, 2016 at 4:30 p.m.
- 9. Adjournment** - Barbara made a motion to adjourn the meeting at 6:28 p.m.; Sue seconded; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

ATCH 1 to CoA Volunteer Coordinator Report
April 7, 2016

Charter

Sterling Senior Center Steering Committee

The purpose of the Sterling Senior Center Steering Committee (Steering Committee) is to:

- Develop and support a network of volunteers to support the programs and activities of the Sterling Senior Center; and
- provide guidance on the development and maintenance of programs in support of Sterling's aging citizens.

The Sterling Senior Center Steering Committee shall be composed of a minimum of 8 and a maximum of 12 members. Membership on the Steering Committee shall be for a period of three years, with initial terms of office staggered so that approximately one-third of members renew terms every year. Members shall serve no more than two consecutive terms, except the Sterling Senior Center Volunteer Coordinator and the Executive Director of the Sterling Senior Center, who are ex-officio members of the Steering Committee.

Membership on the Steering Committee shall be representative of Sterling and shall include the following representation, where possible:

- Sterling Senior Center Volunteer Coordinator, who shall serve as chairperson of the Steering Committee;
- a representative from the Sterling Council on Aging Board;
- the Executive Director of the Sterling Senior Center;
- a representative from the Sterling Senior Center Building Committee or Friends of Sterling Seniors;
- a teacher, principal or vice principal from a Sterling school, either Chocksett or Houghton;
- a representative from a Sterling church, either a pastor/deacon/priest or someone from the church governance board;
- a member from the Sterling Recreation Board;
- a staff member or board member from the Conant Library;
- a member from the Sterling Garden Club; and
- a representative of a veterans association.

Meetings of the Sterling Senior Center Steering Committee shall be held at least once every quarter, and minute meetings shall be attached to Sterling Council on Aging meeting minutes.