

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

The Council on Aging Board meeting was called to order at the Senior Center on Thursday, June 2, 2016 at 4:32 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

Sharon Bloom, Chairman  
Bob Bloom, Associate  
Nickole Boardman, Interim Director  
Irene Camerano, Member  
Constance Cleary, Treasurer  
Sue Doucette, Secretary  
Barbara Foster, Vice Chair  
Liz Pape, Member  
Debra MacLennan, Member  
Ellen Sesia, Associate  
Peter Watson, Member

**ABSENT**

Ken Day, Associate  
Mary Higgins, Member

- 3. Review/Approve Minutes** – Barbara made a motion to approve the May 5, 2016 minutes; a discussion ensued to revise #7 (revision made); Liz seconded with changes; passed by majority vote.

- 4. Election of Officers** – It was unanimously voted by the Board that the following three (3) people accept their nominations: Sharon Bloom as Chair; Barbara Foster as Vice Chair; and Sue Doucette as Secretary. Connie Cleary accepted her nomination as Treasurer – as procedure, other nominations were taken from the floor – Liz Pape was nominated as Treasurer, and a VOTE was taken by show of hands for Liz's nomination - **YES** = Sharon, Barbara, Debbie; **NO** = Irene, Peter; **ABSTAIN** = Sue; Liz was elected as Treasurer.

- 5. BOS Update – Conversation with Town Administrator**, Michael Szlosek is to ask the BOS what they expect from the CoA Board in relation to the selection and screening process of the open positions for the CoA Director and the Interim Outreach Aid.

After much discussion regarding the open positions for the CoA Director and the Interim Outreach Coordinator, Sharon made a motion to have the CoA Board Members work with the BOS on the selection process/screening for these positions; Barbara seconded; passed by majority vote.

Liz, Barbara, Debbie and Sharon volunteered to be on the Screening Committee to review resumes and interview potential candidates for the open CoA's Interim Outreach Coordinator.

**6. Future Summer Meetings –**

6:30 p.m.	Mon., June 6 <sup>th</sup>	Sub Committee	Review Interim Outreach Coordinator applications/resumes
5:30 p.m.	Thurs., June 9 <sup>th</sup>	Full CoA Board	Review/vote CoA Applicants
6-8 p.m.	Tues., June 14 <sup>th</sup>	Sub Committee; Michael Szlosek, TA; Maureen Cranson, & Nickole Boardman	Interim Outreach Coordinator applicants (4) Interviews
9:00 a.m.	Friday, June 17 <sup>th</sup>	Full CoA Board	Continuation of Outreach Coordinator applicants

7. **Newsletter** – After discussion, Peter made a motion that the CoA Board sign a contract with Liturgical Publications Inc., for the printed and delivered monthly CoA Newsletter etc.; Irene seconded; passed by majority vote.
8. **Volunteer Coordinator** - Liz presented a report which included the volunteer activities, her CoA Board Activities, and program funds (monies collected for each program). **(attached)**
9. **Annual Yard Sale** – After discussion, Barbara made a motion to NOT hold the annual yard sale, and to look into future fund raises; Liz seconded; passed by majority vote.
10. **MySeniorCenter Update** – Since January 2016, 344 different seniors participated in 3,966 events. Since the new Senior Center opened in May, we have had 121 new people come through the doors.

**As an example we have had increased participation in the fitness/exercise category:**

In May 2016, 268 different seniors participated in 1,233 events. In the Fitness/Exercise category we had 90 different seniors participating in 304 events.

In May 2015, 154 different seniors participated in 790 events. In the Fitness/Exercise category we had 55 different seniors participating in 168 events.

The Senior Center's occupancy permit states that it is for 150 people. The large room fits 120 people comfortably with tables.

11. **End of Year Budget Funds** – We have \$2,000 year-end funds that can be spent for items that the Senior Center needs. For exercise programs we need 2-lb weights, and yoga blocks and straps. An up-to-date copier/printer was suggested -- one that can print 30 pages per minute, Fax, scan & copy. Nickole asked Bob to do some research on the printer. Also, the van drivers would like burgundy and tan "Sterling Senior Center" hats and t-shirts. And, the purchase of bingo equipment will be looked into.

Barbara made a motion to purchase the above-stated exercise equipment, the van driver hats and t-shirts, and the copier/printer; no further discussion; Sue seconded; passed by majority vote.

Central MA Council on Aging did an unannounced inspection of the kitchen at the Senior Center. We passed, but hair nets were suggested.

12. **Gift Account Policy** – We have nothing in the Policies and Procedures regarding the use of the Gift Account money and its usage. Barbara made a motion that Sharon and Barbara draft a policy, present it to the CoA Board for consideration and a vote; Liz seconded; no further discussion; passed by majority vote.

### **13. Interim Director's Report –**

- a. **Van Report #1 (May)** – 1,221 total miles, transported 16 different people, for a total of 396 trips. **Van Report #2 (May)** - 505 total miles, transported 12 different people, for a total of 94 trips.
- b. **MART dispatcher course** - After discussion, Barbara made a motion to have Nickole (acting in emergency situations) take the MART dispatcher course; unanimous vote.

### **14. Chair's Update –**

- a. **Gift Presentations – Peter Watson** - It was Peter's last night as a CoA Member. We presented him with a gift card and thanked him for his hard work over the past 12 years. **Ken Day** – In memory of Anita Benware, monies were collected from the Board and a gift card was presented to Ken Day for his use at Duncan Donuts and McDonalds.

15. **Treasurer's Report** – Connie provided a Treasurer's report. **(attached)**

**16. Next Meeting** - The next two (2) Board Meetings will be held on **Friday, July 15, 2016 at 9:00 a.m.** and **August 4, 2016 at 4:30 p.m.**

**17. Adjournment** – The meeting adjourned at 7:16 p.m.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments (2)

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
June 2, 2016

- Volunteer Activities
  - Receptionists
    - Fully staffed, and currently adjusting schedules
    - Process in place for collecting activity fees (see ATCH 1)
    - New Member Registration and Volunteer Interest Forms updated (ATCH 2 & 3)
  - Kitchen
    - Participated in kitchen training April 27
    - Recruiting and training volunteers for morning and lunch shifts – lost 2 volunteers during May
- CoA Board Activities
  - Named to CoA Board by selectmen, April 20
  - Attended meetings April 12 & 14 re User Agreement
  - Attended CoA training in Leicester, May 24
- Program Funds
  - Monday exercise: average weekly revenue: \$13
  - Tuesday line dancing: average weekly revenue: \$26.75
  - Tuesday chair pilates: average weekly revenue: \$26.67
  - Wednesday chair yoga: average weekly revenue: \$46.67
  - Thursday chair yoga: average weekly revenue: \$71.67
  - Yogalates: average weekly revenue: \$15
  - Friday pilates: average weekly revenue: \$54.75
- Future Items
  - Kitchen volunteers recruitment and training
  - Constitute the Senior Center Steering Committee
  - Evening Meet-and-Greet for more volunteers, updates on programs to increase participation
- My volunteer hours:
  - April 2016: 12
  - May 2016: 80

**ATCH 1**  
**MONDAY EXERCISE – 10 AM**

DATE	# ATTENDEES	\$ COLLECTED (\$2 donation)	GIVEN TO NICKOLE by
May 16, 2016			
May 23, 2016			
June 6, 2016			
June 13, 2016			
June 20, 2016			
June 27, 2016			
July 11, 2016			
July 18, 2016			
July 25, 2016			
August 1, 2016			
August 8, 2016			
August 15, 2016			
August 22, 2016			
August 29, 2016			
September 12, 2016			
September 19, 2016			
September 26, 2016			

**ATCH 2**  
**WELCOME TO STERLING SENIOR CENTER**

Please help us get to know you better

NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_  
  
EMAIL: \_\_\_\_\_  
  
DATE OF BIRTH: \_\_\_\_\_

**Please provide us with an emergency contact**

NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
  
RELATIONSHIP TO YOU: \_\_\_\_\_  
DO YOU WANT TO RECEIVE OUR MONTHLY NEWSLETTER? YES \_\_\_\_\_ NO \_\_\_\_\_  
  
Reason for today's visit: \_\_\_\_\_  
My Senior Center card #: \_\_\_\_\_  
  
Date: \_\_\_\_\_  
  
Receptionist name: \_\_\_\_\_

**ATCH 3**  
**STERLING COUNCIL ON AGING**  
**STERLING SENIOR CENTER VOLUNTEER INTEREST FORM**

Thank you for your interest in volunteering in the programs and activities of the Sterling Senior Center. We appreciate your willingness to help Sterling develop and maintain programs and activities in support of its senior citizens. For further information, contact Liz Pape, Volunteer Coordinator at: 978.422.8301 or [LizRPape@gmail.com](mailto:LizRPape@gmail.com)

NAME: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ (street address/PO box)  
\_\_\_\_\_ (town, zip)  
HOME PHONE: \_\_\_\_\_  
BEST TIMES TO CONTACT: \_\_\_\_\_ all day \_\_\_\_\_ evenings  
MOBILE/TEXT NUMBER: \_\_\_\_\_  
MAY WE CONTACT YOU BY TEXT? \_\_\_\_\_ yes \_\_\_\_\_ no  
EMAIL ADDRESS: \_\_\_\_\_  
MAY WE CONTACT YOU BY EMAIL? \_\_\_\_\_ yes \_\_\_\_\_ no  
VOLUNTEER INTEREST (Please check as many as are applicable)  
\_\_\_\_ receptionist \_\_\_\_\_ special event receptionist \_\_\_\_\_ pancake breakfast  
\_\_\_\_ kitchen work \_\_\_\_\_ gardening enthusiast \_\_\_\_\_ bingo caller (Thursday at 4pm)  
\_\_\_\_ baker \_\_\_\_\_ intergenerational programs  
\_\_\_\_ newsletter \_\_\_\_\_ instructor: (please specify. Ex: computers, foreign language, etc)  
PREFERRED DAYS AND TIMES TO VOLUNTEER (check all that apply)  
MONDAY: \_\_\_\_\_ TUESDAY: \_\_\_\_\_ WEDNESDAY: \_\_\_\_\_ THURSDAY: \_\_\_\_\_ FRIDAY: \_\_\_\_\_  
Morning \_\_\_\_\_ Morning \_\_\_\_\_ Morning \_\_\_\_\_ Morning \_\_\_\_\_ Morning \_\_\_\_\_  
Afternoon \_\_\_\_\_ Afternoon \_\_\_\_\_ Afternoon \_\_\_\_\_ Afternoon \_\_\_\_\_ Afternoon \_\_\_\_\_

NOTE: You will need to have a current CORI check on record. Please contact the Director of the Senior Center to determine if you need to obtain a CORI check.

COA MEETING June 2, 2016 - -

TREASURER'S REPORT

	BALANCE
COA REVOLVING REVENUE	\$7,581.00
COA REVOLVING EXPENSE	\$1,900.14
COA DONATIONS REVENUE	\$ 1665.00
COA DONATIONS EXPENSE	\$13,654.57
COA FORMULA GRANT REVENUE	\$14,499.00
COA FORMULA GRANT EXPENSE	\$12,481.42
SENIOR CENTER GRANT EXPENSE	\$ 0
MISC GRANT EXPENSE	\$4,651.10
SENIOR CENTER GRANT EXPENSE	\$179,716.11
SENIOR CENTER GRANT REVENUE	\$65,000.00
TRANSFER IN	\$180,000.00