

Voted as amended by majority vote on August 11, 2016

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 9:00 a.m. on Friday, July 15, 2016.

1. Open Meeting
2. Roll Call

PRESENT

Sharon Bloom, Chairman
Barbara Foster, Vice Chairman
Connie Cleary, Treasurer
Irene Camerano
Mary Higgins
Debbie McLennan
Liz Pape
Charlie Madden
Nickole Boardman, Interim Director
Hollie Lucht, Interim Outreach Coordinator

ABSENT

Sue Doucette, Secretary
Bob Bloom, Associate
Ellen Sesia, Associate
Kevin Beaupre, Associate

3. **REVIEW/APPROVE MINUTES:** Charlie made a motion to approve the June 2, 2016, Mary seconded, a discussion ensued to revise #5, #7, #9, #11 (revisions made). Irene questioned whether the decision to not hold the yearly yard sale was just for this year only or forever. The consensus was this year only. Liz made a motion to accept the minutes with revisions, Mary seconded, passed by majority vote.
4. Sharon introduced Hollie Lucht our interim outreach coordinator and Charlie Madden our new board member.
5. **ELECTION OF OFFICERS:** Sharon Bloom was elected to serve as Chairman: YES – Sharon, Barbara, Connie, Mary, Liz, Debbie, Irene, ABSTAIN – Charlie.
Vice Chairman: Barbara Foster: YES – Sharon, Connie, Mary, Liz, Debbie, Irene, Barbara. ABSTAIN – Charlie. Secretary: Sue Doucette: YES – Sharon, Connie, Mary, Liz, Debbie, Irene, Barbara. ABSTAIN: Charlie. Connie and Liz were nominated for Treasurer. Before voting each candidate gave a brief presentation stating the reason for wanting to serve as treasurer. Connie: YES - Connie, Irene. Liz: YES – Sharon, Barbara, Mary, Debbie, Liz. ABSTAIN: Charlie.

6. **DATE OF ELECTION OF OFFICERS:** After a short discussion regarding changing the date from June to August, a motion was made by Liz, seconded by Charlie. Elections will be held in at our meeting in August, with nominations to be made at our meeting in June after the Board of Selectman has made their yearly appointments. This policy will be placed in our Policies and Procedures. Passed by unanimous vote.
7. **GIFT ACCOUNT:** The article to be placed in our Policies and Procedures regarding the use of the Gift Account was discussed. Liz made a motion to move in the words of the submission, Connie seconded. Approved by unanimous vote.
8. **DESKS:** A motion was made by Mary, seconded by Charlie that new desks are to be purchased and installed in the office of Director and Outreach Coordinator using our Gift Account. The desks had been ordered and are still on hold. Nickole will contact an electrician regarding any changes needed for installation.
YES: Sharon, Barbara, Mary, Irene, Connie, Debbie, Charlie. NO: Liz.
9. **PROGRAMS:** Discussion regarding our monthly events: Starting in September sign-up sheets will be at our monthly meeting for each event. At least 2 members are to be present at every event to act as hosts and welcome everyone to the programs. We are to wear name tags at all events, introductions of speakers, artist, etc., are to be made by a host. Members are expected to be present to set up tables, set out refreshments, make sure all guest are comfortable, make sure dining room and kitchen are left clean after event. Surveys will be placed on tables at each event for feedback purposes. Volunteers will also be asked to attend and assist. End of discussion Liz made a motion to approve, Barbara seconded, passed by majority vote. In addition many suggestions for future programs were submitted. Also ways to make people aware of who is on the board. One suggestion was when we have our permanent director and outreach coordinator a photograph be taken, published in local papers, have it displayed in the center along with photographs of all the staff.
10. **VOLUNTEERS AND FUNDRAISING:** Liz presented her Volunteer Coordinator report. (See attached), Liz also spoke of the first receptionist luncheon and meeting. The next training session, the system for senior making arrangements to use the vans, collecting and recording money for the various classes. The need for more advertisement for our activities. Ideas for fundraising were discussed and a list will be on file for future reference.
11. **AFTERNOON AND EVENING EVENTS:** Present and future programs were discussed. It was suggested that flyers for upcoming events be placed in electric bills. Ideas for events were discussed a list will be compiled, kept for future reference and discussion at

future meetings. Debbie volunteered to have a candy making class in November. The Friends group will also actively look into evening activities. Mary mentioned that the Sterling Village donated new bingo equipment. Sharon will send a thank you note.

12. MCOA CONFERENCE: The annual conference will be held at the Cape October, 27, 28, 29. Nickole has the program guide, all members are welcome to attend the full conference or just for a day. Nickole, Hollie, and Liz will attend. Let Nickole know ASAP as she has to make the necessary reservations.
13. BUILDING COMMITTEE REPORT: Maureen reported that the HVAC was still not correct and is being worked on to correct. She reported that the Appreciation Luncheon held for the Light Department and DPW was a wonderful success. She inquired if the Board would be willing to share the cost. Our share would be \$225.00. Barbara made a motion to share in the costs and the money be taken from the Revolving Account. Mary seconded. Passed unanimously. Maureen spoke regarding the Official Grand Opening. It will be held Sunday, October 2nd. 1 p.m. to 4 p.m. The Friends are looking into tents, inviting dignitaries, and sponsors, speakers, vendors, caterers, cost. Lastly she had received a request from Roger Williams, representing the Grange, wanting to use the large room on the 1st Saturday of every month for a Whist Party. They will be asked to pay \$200.00 a year, divided quarterly, as that is what they pay in Holden. This amount will be placed in our Revolving Account. They will set up and clean up after every event. A contract will be drawn up for Roger, as the representative, to sign. Roger is a frequent and well known participant at the center. Connie made a motion to approve, Charlie seconded. Passed unanimously.
14. INTERIUM DIRECTORS REPORT: Nickole presented her report regarding the Van, upcoming events, etc. (See attached). A new suggestion was with the new newsletter that all activities be listed on the calendar keeping everything on one page instead of different pages.
15. CHAIRMAN'S REPORT: Sharon presented a written report from Melissa reporting on how things are going in the kitchen. The informal survey the drivers filled out stating that things were going very well, still some things to be worked out, their biggest complaint was the difficulty of using the phone when the receptionist area was busy. The date of our August meeting will be moved to the 11th as Dawn Michanowicz wants to come and speak to us in regards to voting training and the date of early voting for the November elections. Sharon also gave a summary of the Director's search committee, 14 resumes were received and narrowed down to 5. Questions will be formulated at a future meeting, Maureen will make the calls for interviews. The freezer left in the Butterick

Building must be removed. Mary Higgins would like to take it. Debbie made a motion to allow Mary to take it, Charlie seconded it. Passed unanimously.

16. ADJOURNMENT: No further business coming before the board, motion to adjourn was made by Barbara, seconded by Connie, all in favor. Adjourn at 11:05. Our next meeting will be Thursday, August 11th at 4:30P.M.

Respectfully submitted,

Barbara G. Foster, Vice Chairman

Secretary, Pro Tem

NOMINATION OF OFFICERS:

2. A nominating committee consisting of three (3) members will be elected during the Council on Aging Boards' May meeting. In June a meeting, which will be held after the Board of Selectmen's yearly appointments have been announced, the Nominating Committee will present their slate of officers. Elections' will be held in August. All voting members are eligible to be nominated and hold an office. Associates are not eligible as they are not voting members.

Approved and voted: July 15, 2016

3. There will be no meeting held in the month of July.

Approved and voted: July 15, 2016

ELECTION OF OFFICERS;

4. In accordance with the Board of Selectmen's June 30th deadline for their yearly appointments, to all town boards, the Council on Aging Board will hold their annual election of officers at their meeting in August.

Approved and voted: July 15, 2016

GIFT ACCOUNT:

The Sterling Council on Aging Gift Account provides funds for the enhancement of the Sterling Senior Center and is funded through generous donations of families and friends in memory of loved ones. The account may be used, at the discretion of the Council on Aging Board, after an affirmative majority vote of the Board.

Approved and voted: July 15, 2016

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Treasurer's Report Constance M. Cleary 715/16

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COA REVOLVING REVENUE		\$9,243.90
COA Revolving Expense	\$8,939.44	BALANCE \$10,169.04
COA DONATION EXPENSE	.00	.00
COA Donation Account		BALANC \$15,429.57
COA FORMULA GRANT #1		BALANCE \$ 57.58
SENIOR CENTER GRANT		\$65,000.00
SENIOR CENTER GRANT EXPENSE #2	\$49,892.00	BALANCE \$15,107.54
Transfer in.		\$180,000.00
SENIOR CENTER EXPENSE building /supplies	\$2,144,206.07	BALANCE \$3,597.13

	Debit	Credit Collected	# of Classes
Monday: Marty Cardio 10:00a.	Free	\$33.00	4
Monday: Amy Zumba 12:30 p.	\$50.00	\$60.00	1
Tuesday: Carol Line Dance 9:30 p.	Free	\$90.00	4
Tuesday: Jen Chair Pilates 11:00 a.	\$260.00	\$135.00	4
*Wednesday: Katie Chair Yoga 9:30 a.	\$345.00	\$195.00	5
Thursday: Katie Yoga 9:00a.	\$345.00	\$403.00	5
Thursday: Jen Yoga-lates 6:00 p.	\$520.00	\$445.00	8 week session
Friday: Jen Pilates 9:30a.	\$520.00	\$210.00	4 week session
Friday: Lex Journaling 10:30 a.	Free	\$30.00	4 week session

*Katie Cowen's position was funded through a 2016 Grant for \$2,500.00.

Respectfully Submitted,

Constance M. Cleary, Treasurer

Sterling COA

Treasurer's Report-Constance M. Cleary M. Ed./+90

COA Board Meeting

Dated 7/15/16 Friday

		Debit	Credit
COA Wages Nickole Boardman 6/2, 6/16, 6/30/16 position will she keep?		\$5,414.36	Salary unavailable, new Fiscal Yr. What
COA All Other Wages Expended		\$119,961.36	Available \$2,158.64
COA Home Care Montachusett Care Corp.			Budgeted \$400.00
	4-10-16		\$400.00
COA Title VII Nutrition/Wheat	7-01-15		Budgeted \$4,500.00
COA Title VII Nutrition/Wheat	5-31-16	\$3,000.00	
Senior Center Operations as of opening	5-04-16		
Holden Landmark Corp. (advertise)	5-14-16	\$162.30	
W.B. Mason Co, Inc.	5-14-16	\$279.24	
U.S. Postal Service	5-14-16	\$426.65	
Cordial Distributors	5-18-16	\$605.00	
Verizon	5-18-16	\$427.59	
Verizon	6-01-16	\$65.20	
American Alarm	6-01-16	\$29.95	
W.B. Mason Co, Inc.	6-01-16	\$63.38	
W.B. Mason Co, Inc.	6-01-16	\$131.45	
MPLC (movie license)	6-01-16	\$115.36	
U.S. Postal Service (stamps)	6-01-16	\$245.00	
Holden Landmark, Co. (yearly subscript)	6-15-16	\$39.00	
W. B. Mason Co, Inc.	6-15-16	\$229.48	
Cordial Distributors	6-15-16	\$645.00	
Senior Center Operations	7-01-15		\$16,500.00
Quality Cleaning Service	6-15-16	\$825.00	.00
Ever Source Energy Service, Co.	6-15-16	\$ 90.21	.00
S. M.L.D.	6-15-16	\$1,798.92	.00
Town of Sterling Water Dept.	6-15-16	\$ 75.00	.00
COA Senior Tax Work-Off Program		Budgeted 2016	\$15,217.00
COA Senior Tax Work-Off Program moved to Town Administrator		\$9,832.68	BALANCE \$5,384.32

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period June 1 – 30, 2016
July 15, 2016

- Volunteer Activities
 - Receptionists
 - First all-receptionist meeting and lunch June 10 at Senior Center
 - Updated receptionist training, and feedback from receptionists
 - Kitchen
 - Continuing to lose volunteers and need to find replacements
- Volunteer Hours: 552.73 total, including:
 - Bakers: 8 (1 event)
 - Meal Site: 148.6
 - Meals on Wheels: 59
 - Office Coverage: 129.5
- Program Funds – see Director's report for Program Revenue Balance report
- Program/Activity Average Monthly Attendance

Monday Exercise (voluntary)	32.3
Monday Zumba	10.5
Tuesday Line Dancing	15.3
Tuesday Chair Pilates	6.25
Wed Chair Yoga	5
Thurs Active Yoga	16
Thursday Yogalates	4
Friday Pilates	10.5
Friday Journaling	3

- Future Items
 - Recruit lunch shift kitchen workers, with emphasis on Wednesday and Thursday
 - Constitute the Senior Center Steering Committee
 - Schedule evening Meet-and-Greet for more volunteers, updates on programs to increase participation
- My volunteer hours:
 - June: 41 hours

Interim Directors Report – June 2016

Van #1- 1460 miles, transported 19 different people for a total of 486 trips

Van # 2- 615 miles, transported 14 different people for a total of 96 trips.

This is an increase of 92 rides total over last month and extra 349 miles.

Upcoming Events

Yesterday- Comedian- He was great. We had 25 people and lots of great snacks

7/22 – Full cookout sponsored by Clinton saving back – FREE to us – over 50 people signed up!

7/26 – Senior center is hosting library program with Olympic rower/Sterling native Fred Borchelt. Excited for the Olympics? Fred will be talking about his life in competitive rowing and bring his medals

8/19 – Lunch – sponsored by Open Door Real Estate.

8/30- Dawn Michanowicz reserved big room for voting training

9/8 – talk on Managing change and loss

9/12 – Fall Wreath making class from Navicare

9/16 – Luncheon sponsored by Sterling Fire Dept – safety talk.

9/19 – Ice cream social with safe driving talk by AAA

Budget information

Expense account spent down to \$7.38 – We purchased Bingo cards, shirts for Senior Center, copier/fax machine, yoga equipment and office supplies. Sterling Village came and did Scratch ticket Bingo one week and then donated a new Bingo set and it is GREAT!

In the process of booking:

Cookout sponsored by the Sheriff's office

Other information

Sterling Fire Dept is working with us on a grant. The grant will purchase smoke detectors which outreach and a fireman will work together with the senior and schedule a time to install and do a home safety check

Nickole has become certified to be MART dispatcher- drug screen, physical and training complete

Formula Grant- I completed formula grant training in June with Mass Council on Aging. Formula Grant needs to be filed by end of July. Instead of printing costs, I was going to add more exercise. Right now it is written as

\$25 twice a week for 50 week = \$2500 – yoga

Annual report needs to be done by August as well

FREEZER- old building

Event Statistics from 01/01/2016 to 06/30/2016

:

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	172	58	0	0
Congregate Meals	990	47	0	0
Fitness/Exercise	1248	119	5	0
Food	480	137	51	43
Health Screening	31	21	0	0
Information Sharing	579	150	0	0
Recreation	91	44	2	22
Social Event	1725	165	0	0
Total Event Signins	5316	414	58	65

Event Statistics from 06/01/2015 to 06/30/2015**Filters:**

Age: >=0

Site(s): All

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	62	44	3	0
Congregate Meals	231	39	0	0
Fitness/Exercise	190	58	1	0
Food	115	67	1	31
Health Screening	3	3	0	0
Information Sharing	62	12	0	0
Recreation	28	24	0	0
Social Event	264	54	18	2
Total Event Signins	955	165	23	33

Event Statistics from 06/01/2016 to 06/30/2016

Filters:

Age: >=0

Site(s): All

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	30	23	0	0
Congregate Meals	196	33	0	0
Fitness/Exercise	284	89	0	0
Food	101	76	26	1
Health Screening	2	2	0	0
Information Sharing	104	31	0	0
Recreation	11	8	0	0
Social Event	495	113	0	0
Total Event Signins	1223	245	26	1

Exercise Classes- JUNE 2016

Paying for itself/ making profit

Zumba (+ \$10)

Thursday Yoga (+ \$53)

Free classes/making profit

Monday Exercise (+ \$33)

Line dancing (+ \$90)

Journaling (+ \$30)

Not paying for itself

Tuesday pilates (- \$125)

Wednesday chair yoga (- \$150)

Thursday yogalattes (- \$ 65)

Friday pilates (- \$ 50)

Total paid out to instructors \$1840

Total collected from classes \$1616

\$ 225

Formula Grant provides \$ 200 per month

\$ 25

Exercise Classes- MAY 2016

Paying for itself/ making profit

Thursday Yoga (+ \$27)

Free classes/making profit

Monday Exercise (+ \$26)

Line dancing (+ \$151.50)

Journaling (+ \$15)

Not paying for itself

Tuesday pilates (- \$190)

Wednesday chair yoga (- \$88)

Thursday yogalattes (- \$ 65)

Friday pilates (- \$65.75)

Total paid out to instructors \$1675

Total collected from classes \$1572.15

\$ 102.85 paid

Formula Grant provides \$ 200 per month

+ 97.15

CoA Board Report for June 1-30, 2016

Kitchen Report

July 15, 2016

Good morning everyone. Sorry I couldn't be here today. So far with the kitchen, things are working pretty well. Meals are up and down. We have our high and low days in numbers. MOC's food hasn't been that bad this month. I only had a couple things I had to add to it or doctored them up. For now, looking ahead for the meals, if we just keep doctoring or adding to them would be the best thing for now until everything is smooth in all departments in the Senior Center.

Volunteers are starting to smooth out. We have lost two of our volunteers that have been with us before I came to the Center, due to their illness or a family member's illness. We need volunteers on Tuesday, Wednesday, Thursday and Friday. I could use one volunteer each day.

I have volunteers for the lunch shift who feel they have to rush or miss out on the activities if they don't get done in the kitchen on time. There is more stuff that has to get done now than in the old place. I feel Tuesday and Wednesday are my days that the volunteers like to do the activities. So they were able to change the time for Wednesday activities by ½ hour. That seems to be helping a little.

JUNE MEALS SUMMARY

Total meals served: 249

Average daily meals served: 12.45

Total donations collected: \$594.00

I'm really enjoying the people that have come in to the Senior Center, my volunteers and working with everyone. If you have any questions you can call me during the meeting. Sorry again that I'm not there.

Melissa