

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, September 1, 2016 at 4:30 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Sharon Bloom, Chairman
Constance Cleary, Treasurer
Sue Doucette, Secretary
Mary Higgins, Member
Debbie MacLennan, Member
Charlie Madden, Member
Liz Pape, Member

Nickole Boardman, Interim Director
Kevin Beaupre, Associate
Bob Bloom, Associate
Holly Lucht, Interim Outreach Coordinator

ABSENT

Barbara Foster, Vice Chair
Angie Richard, Associate

- 3. Review/Approve Minutes** – Charlie made a motion to approve the August 11, 2016 Minutes (as amended); a discussion ensued to (replace June with *July* in #3, and add the word *found* to #4); Mary seconded with changes; passed by majority vote with 1 abstain.

- 4. Building Committee Update** – Maureen Cranson attended the meeting and gave brief updates as follows:

- 1) Senior Center** - HVAC is an on-going issue and we may have to look elsewhere for resolution; lighting is fixed; getting prices on building a van cover; wooden cabinet replacements for the craft room are in; looking into a second automatic door; window glare is also a project – looking into alternate options for eliminating the glare with blinds; art rails have been ordered to display ART which is in conjunction with the Fitchburg Art Museum, etc. **Keyless entry** - Bob Bloom reported that we need to find a way for people to enter and exit the senior center at off-hours without keys such as using temporary codes.
- 2) Grand Opening** – The Grand Opening will be held on Sunday, October 2nd from 1:00 p.m. to 4:00 p.m. FOSS will pick up ½ of the cost. Maureen asked if the CoA would like to pick up the other half. Sue made a motion that the CoA help pay for the Grand opening and that the contribution will not exceed \$2,500; Mary seconded; unanimously voted. What account the funds will be taken from will be discussed at October's meeting. **Invitees** – An all-inclusive list of attendees will be invited.

Caterers - Maureen handed out sample menus from four (4) caterers which serves approximately 250-400 guests. After review and discussion, Mary made a motion to hire "Tastings Caterers" to provide food for the October 2nd Grand Opening; Charlie seconded; unanimously voted.

FYI – (1) Barbara Dumont of First Church is thinking about providing occasional meals to the community – for the hungry and lonely – and would like to extend this opportunity to the elderly as well. For example, lunch on the first Saturday of the month – November and then January – May. **(2)** Sterling's Clean Community Energy Resiliency Initiative Ribbon Cutting Ceremony will be held on October 12, 2016. The speeches and tours are to be held at the Sterling Senior Center at 10:30 a.m. The Ribbon Cutting ONLY will be held at 36 Chocksett Road (substation).

5. **Newsletter Update** – A brief update was given by Bob Bloom surrounding Liturgical Press and their taking over the 1st edition of the Monthly Newsletter in October. Liturgical is nearly at 100% of their ad campaign to seek ads for the newsletter. A total of 1,600 newsletters will be printed monthly.
6. **Volunteer Coordinator Report** – Members present were given a copy of Liz's report (see attached #1).
7. **Treasurer's Report** – Liz gave a report to the members present (see attached #2).
8. **Director's Report** –
 - a. **Director's Report** – Nickole presented to the Board (see attached #3).
 - b. **Outreach Coordinator** – Holly presented a report to members present (see attached #4).
 - c. **Flu Clinic** – Waiting to hear back from the Board of Health for the VNA's flu clinic date.
 - d. **Pot Luck Dinner** – It was posted in the September newsletter and will be held on Thursday, September 15th from 6 p.m. to 8 p.m. Mary and Sue volunteered for setting up, dismantling, cleaning and kitchen help. Kevin agreed to wash the dishes.
9. **Resignation** – Irene Camerano, a CoA Member, has resigned her position effective August 31, 2016. Money will be collected on her behalf.
10. **Chair's Update** –
 - a. **Early Voting** - Dawn Michanowicz asked the CoA Board last month (voted in only as last resort) if there was a possibility of using the senior center for early voting. She recently spoke to Sharon, thanked her and advised Sharon that early voting will be held at the Town Hall (old senior center).
 - b. **Revised page for handbook** – Sharon distributed the revised Policies & Procedures page entitled "Term of Office". Please through away the old page and replace it with the new page (see attached #5).
11. **Next Meeting** - The next Board Meeting will be held on Thursday, October 6, 2016 at 4:30 p.m.
12. **Adjournment** – The meeting adjourned at 6:28 p.m.

Respectfully submitted,

Sue Doucette
Secretary

Attachments – 5

Council on Aging Treasurer's Report
CoA Board Meeting September 1, 2016

FY17 July 1, 2016- August 25, 2016

(based upon Town Accountant's Revenue and Expense Account):

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$123, 933.00	\$15,246.30	\$108,686.70	<i>\$20,655.50</i>
01541-53000	CoA Home Care	\$ 400.00	\$ -0-	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ -0-	\$ 450.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 1263.09	\$ 14,786.91	<i>\$2,675.00</i>
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ -0--	\$ 15,217.00	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 2,479.77	\$ 28,520.23	<i>\$5,166.67</i>

Other Accounts

Account #	Description	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$1007.00	\$1299.44	\$10,252.85
25003-	CoA Donation/ Gift Account	\$ -0-	\$ -0-	\$15,429.57
26011-	Formula One Grant	\$ \$0.54 (FY17 not submitted)	\$ 942.66	\$ (942.12)

Report to the Sterling Council on Aging
 Senior Center Volunteer Coordinator
 For the period August 1 – 31, 2016
 September 1, 2016

Volunteer Hours: 596.59 total, including:

- o Bakers: 0
- o Meal Site: 181.55
- o Meals on Wheels: 63.05
- o Office Coverage: 110.83

Program/Activity Average Monthly Attendance

	August Ave. Attendance	Prior Two Months Attendance July (June)
<i>Monday Tai-Chi</i>	9	
Monday Exercise	21	18.3 (32.3)
Monday Zumba	5	8.7 (10.5)
Tuesday Line Dancing	14	13 (15.3)
Tuesday Chair Pilates	5	6 (6.25)
Wed Chair Yoga	12	9 (5)
Thurs Active Yoga	10	12.3 (16)
Thursday Yogalates	Cancelled for summer	1.8 (4)
Friday Pilates	7	6.2 (10.5)
Friday Journaling	1	1 (3)

Interim Directors Report – August 2016

Van #1- 1736 miles, transported 26 different people for a total of 520 trips

Van # 2- 614 miles, transported 18 different people for a total of 101 trips.

Upcoming Events

9/8 @ 12:15 – Talk on Loss and change sponsored by Brookhaven.

9/12 @- 12:15- Fall wreath making with dried apples. Sponsored by Navicare

9/15 @- 6-8pm- Potluck dinner – need someone to run this

9/16@ 11am- Luncheon and safety talk. Sponsored by Sterling Fire Dept

9/19 @ 12:15 –Safe driving tips/when to give up license. Sponsored by AAA

9/22 @10:30- Gourmet Magic cooking for 1 or 2. Sponsored by Sterling Village.

9/26 @ 9-12- Fuel Assistance here to sign up senior for assistance.

9/27- CPR class- Sterling Fire Dept fundraiser 6-9pm

9/30 @ 7:30- Pancake Breakfast

Many things books in October, November and December already too

Van trips

- Ice cream monthly has been well received. Vans are close to full. Next trip- 9/19 –ROTA
- FALL trips- Clearview/Meadowbrook trips for cider and donuts in Fall

UPDATES

Belmont Springs water cooler - \$2.89 per 5 gallon – Should be delivered next week

Recreation Dept scheduled cooking classes for Fall here

CPR- already getting sign ups

DESK- Outreach desk in....still waiting on directors

Yogalattes- new time – 5:30 Thursdays

Bingo- New time 2pm Mondays

Pool tables- people here EVERY DAY- not starting league yet but calling and organizing among themselves. Pool tables are very busy.

Sholan Terrace- started hanging notes over there to get people to come over. Started with Farmers Market coupons and 2 people have already come in and then signed up for a few other things. Will continue to hang things in mail room

Thanksgiving Dinner- The Lowe Family would like to come and cook a FULL turkey dinner FREE of charge on Thanksgiving for seniors who are alone on Thanksgiving. They will be cooking at home and only using our kitchen to put it together and serve it.

Newsletter: Septembers is in the mail. Liturgical press has been here getting ads and they report that they have almost met their goal on ads but will be here next week working on connections they made when they were here in July/August

OUTREACH COORDINATOR UPDATE 6/27- 9/1

ESTIMATED Hours spent interacting & documented in home/ office: 45 hours

ESTIMATED miles driven: 266 miles

Services provided between 06/27/2016 and 09/01/2016

Interaction	Duplicated	Unduplicated
Home Consultation	113	58
Office Consultation	3	3
Phone Consultation	10	8
Totals	126	60

Services provided between 06/27/2016 and 09/01/2016

Category	Duplicated	Unduplicated
Are You Ok	15	9
Drop off item	27	20
Food	15	8
Introduction/ SSC Info	30	29
Library	11	3
Meals on Wheels	17	15
Medical	2	2
Other	7	4
Paperwork	2	2
Totals	126	60

FOOD PANTRY:

- Developed sheet to be allowed to pick up food for residents
- 1 Friday per month
- 3 residents that currently use my assistance for Wachusett Food Pantry
- Put in order, pick up & deliver

SSC BROCHURE:

- DETAILS OF SSC

SENIORS VOLUNTEER/ HOUGHTON SCHOOL

- 1 resident volunteer to assist with projects
(Would like to get more residents/ teachers involved)

FUNDRAISERS/ CONTRIBUTION IDEAS:

- SCHEDULED: CPR/AED to public

IDEAS

- ANTIQUES ROAD SHOW
- SPAGHETTI DINNER w/ RAFFLES
- SPELLING BEE
- TREE OF LIGHTS or LACE ANGELS FOR LOVED ONES
- SCRABBLE TOURNAMENT
- PIZZA ON THE PATIO with 50/50 raffle
- FEW OF MY FAVORITE THINGS LUNCHEON

Term of office

1. The chairperson may only hold office for three consecutive years, however, that member must be nominated in June and elected every August for those three years. After three consecutive years as chairperson, there must be a one-year hiatus prior to being nominated and elected once again to the office of chairperson.
2. All other officers may hold positions as nominated and elected by the board every August.
3. All board member positions and officer positions are subject to Selectmen approval.

Election of Officers

1. The officers of the council shall consist of a chairperson, vice chairperson, secretary and treasurer.
2. A nominating committee consists of three (3) members appointed at the May meeting. At the June meeting, the nominating committee will present the slate of officers.
3. Election will take place at the August meeting. All members are eligible to hold an office.

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 family and friends in memory of loved ones. The account may be used at the discretion of the Council on Aging Board, after an affirmative vote of the Board.