

Vote on December 1, 2016

STERLING COUNCIL ON AGING
PO 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, November 4, 2016 at 4:30 pm.

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

PRESENT

Bob Bloom, Associate
Constance Cleary ('18), Member
Barbara Foster ('19), Chair
Mary Higgins ('19), Member
Deb MacLennan ('18), Member
Charlie Madden ('19), Member
Liz Pape ('17), Treasurer
Angie Richard, Associate

ABSENT

Kevin Beaupre, Associate
Sue Doucette ('18), Secretary

3. **Review/approve October's meeting minutes** – Motion to approve October 6, 2016 meeting minutes: Charlie. Discussion ensued:
 - a. Item 2 Roll Call, Liz is Treasurer;
 - b. Item 5,(3)Delete "Bob Bloom spoke about "Virtual Town Hall". Add:"about digital signage" after He has written a "tutorial";
 - c. Item 12, delete MOC, replace with MART

Liz seconded motion to approve with changes; aye vote unanimous

4. **Treasurer's Report** – Members present were given copies of Liz's report (see attached #1). Motion to approve Treasurer's Report: Mary; seconded: Bob; aye vote unanimous
Review signed warrant – Copies of October warrants, which were signed by Barbara, were available for review by members.
5. **Volunteer Coordinator's Report** – Members present were given copies of Liz's report (see attached #2). Motion to accept: Charlie; seconded: Mary; aye vote unanimous
6. **Building Committee Report** – Maureen Cranson gave the Building Committee report:
 - a. HVAC continues to be an ongoing issue with the Building Committee, engineers and architect. System was looked at again 1 ½ weeks ago. The Building Committee may file Errors and Omissions against the architect and HVAC engineers.
 - b. Window treatments – 5 firms have been contacted. To date, no one has responded.

- c. Light switches – would like to move from sensors to light switches at all offices in the center.
 - d. Additional security – Bob Bloom gave the update. The burglar system is up and running, but still need to install 2 sensors within the building. There is currently a proposal on the table for the keyless entry system, and more sources are being researched. There is no particular deadline in place to implement the keyless entry system. Still need to determine the process for user meetings and events by folks using the Senior Center under the User Policy, which was recently approved by the Sterling Board of Selectmen.
- 7. **Public Session: Dick Maki** – Dick has heard positive comments about the newsletter. FOSS has received a grant from a private donor for a scale in the SHINE room. There are currently two grant proposals in process: \$1500 request to Wegman's to assist with the cost of special luncheons, and a proposal to EMC through Jim McGovern's office for 3 laptops. Dick hasn't received a decision yet on either proposal. FOSS received a \$1200 grant from Workers Credit Union in Fitchburg for special meals, which could be used to upgrade the MOC meals. The flight instructor is not interested in using the classroom under the rate that the board proposed. Dick will take no further action. Maureen Cranson asked about FOSS's proposal to the senior center to sponsor a yoga evening class. Per Veronica, the instructor is not interested in an evening class.
- 8. **Unfinished Business:**
 - a. **October activities review**- Liz: Attendance at the exercise programs is good. Data is part of the Volunteer Coordinator's Report. Deb: It seemed that the same group of people attended the October potluck as had been at the September potluck. Based upon sales, the center earned \$100 worth of jewelry to use for a future drawing or other incentive. Barbara commented that she felt it was not appropriate to sell items at potlucks.
 - b. **MCOA Conference Report** – Liz submitted a written MCOA Conference Report (see attached #3). Veronica discussed her meetings with EOEA staff. EOEA will be coming out with a Marketing Handbook sometime soon.
 - c. **Members present any unfinished business** – Mary reported that the handmade goods for the Holiday Fair have all been sorted and priced. Maureen Cranson reported that a Holiday Fair bakers email will be going out after Thanksgiving. People to work the tables at the Holiday Fair will also be needed.
- 9. **New Business:**
 - a. **Discuss day and time change proposals** – Barbara referred to the day and time change proposal which was part of the board packet. The goal is to have reports to board members prior to the COA Board meetings to cut down on discussion time at the meeting. The rationale for moving the meeting to the second week of the month is to have enough time to get prior-month data for the reports and get them to the Board members approximately one week before the meeting. The vote on the change proposals requires a 2/3 vote and needs two weeks' notice. Presentation at the November meeting meets the notice requirement. The vote will be conducted at the December meeting. Regarding the time change, Barbara suggested that the present 4:30 time is not working, and asked for feedback from the board on a move to a 6:30 meeting start. Feedback was that it's a realistic thing to do and is consistent with other meetings in town.

- b. **Vote on new voting member-** Motion to nominate Kevin Beaupre to replace the term of Sharon Bloom made by Liz Pape, seconded by Mary Higgins. Aye vote unanimous. Constance Cleary asked about filling the vacancies for Associates (presently 2 vacancies if Bloom and Beaupre are approved by Board of Selectmen as full board members). Liz suggested that Veronica develop a list of skills, knowledge and qualifications that she would like to see on the Board, and that those attributes be used to recruit potential associates.
 - c. **Christmas Party, December 11** - Board members need to arrive by 12:30 on day of party. The calendar and tree ornaments have been ordered. Board members are asked to bake something special. Roger Tincknell will be the party entertainment. Santa will also be there. Expect at least 50 attendees. Liz will create a google document for board members to list what they are bringing. There will be an invitation in the upcoming newsletter. No advance sign-ups are required. Maureen Cranson will decorate for the party.
 - d. **Upcoming events:**
 - i. Trinity Big Band event on Tuesday, Nov 29 at 12:30. Hosts are Sharon and Bob Bloom. NOTE: Hosts are responsible for setting up tables for food, greeting people, and cleaning up after the event. Liz will get bakers for the event.
 - ii. Thanksgiving dinner is at noon. Nickole will be managing meals delivery with the Kneeland and Boardman families.
 - iii. Lunch-n-Learn for volunteers and staff will have lunch of sandwiches, chips, fruit.
 - iv. December special luncheon of chili, cornbread and salad will be on Dec 7 at 11:30. Linda Davis will provide food. Advance sign-ups required.
 - v. Jingo will be on Dec 21
 - vi. Centerpiece by Lilacs is tentatively scheduled for Dec 8, at 12:30. Lilacs will bring fresh flowers. Discussion of how board wanted to price the event. Agreed that price will include flowers and container.
 - e. **Farmer's Market request to use the Center November 18th and December 16th** – Usage forms have already been signed. Set-up and clean-up will be done by Farmer's Market, who also have separate insurance. The Senior Center will sell coffee during the market days. 9 vendors are expected. The market will be more focused on crafts rather than food, but there will be bread and ice cream vendors.
10. **Future Topics** – Potluck dinners, review of the Holiday Fair and Christmas Party, vote on day/time change for board meeting.
11. **Director's Report** – see attached #4 (which includes Kitchen report). Veronica is on vacation in Japan Dec 14-26. Although the desk and phone is covered by receptionists, Veronica wants someone from the board to be at the center, especially in the mornings, when the center is most active. Veronica, Nickole, Barbara and Liz will develop a plan and schedule for coverage. Veronica has received a request from the American Contract Bridge club to use the Senior Center for weekly Saturday meetings from 12-5, beginning Jan 2017. They have proposed an annual use fee of \$3000. Motion to approve request: Mary Higgins, seconded: Charlie Madden. Vote: Aye: Foster, Cleary, Higgins, MacLennan, Madden. Nay: Pape. Upon further discussion of use fee and into which account fee would be deposited, board asked Veronica to work with town accountant to determine if use fees

can be used to offset increased operations costs. Motion to table approval of request for use by American Contract Bridge club: Liz Pape, seconded: Charlie Madden. Aye vote unanimous.

- a. **Newsletter** – goes to printer on Nov 10. All December activities have been planned.
- b. **My Senior Center October report** – Discussion of Oct 2016 and Oct 2015 event statistics comparison. Agreed that Veronica will provide month-to-month comparisons going forward. Veronica will also provide listing of what activities are in each category.
- c. **Van mileage and trip report** - Veronica compared Oct 2016 and 2015 data. Veronica's feeling is that before she adds a 3rd van she will look into having Meals on Wheels deliveries done by volunteers. Presently can't accommodate rides for dialysis to Leominster. Currently not recording which ride requests are not being serviced. Veronica to investigate if using MySeniorCenter's Rides tool is feasible.
- d. **Outreach (attached report #5) and kitchen reports** – Veronica and Nickole are working on better categorizing the information in the outreach report to provide more transparency into types of services offered. Veronica is also investigating a friendly-visitor program. In the kitchen report, Veronica reported numbers for MOC meals and other types of meals such as home-cooked and special luncheons (83 people attended in Oct) and pancake breakfast (88 attendees). Veronica concluded that if the center makes its own meals, attendance will increase.
- e. **Strategy planning, need for and why** – Veronica is concerned that Thursday afternoons and evenings are dead. She wants to "go all in" to increase attendance and participation during those times. Agreed to schedule a potluck on Dec 8. Constance, Barbara, Liz, Bob, and Kevin will host. Deb to determine the activity for the potluck. Future potlucks will be scheduled on the 3rd Thursday of the month. Discussed having a Yankee Swap for the January potluck. Will also schedule a game night/poker party on Dec 29.
- f. **Thanksgiving Friday, November 25th** – The Senior Center will be open. Meals on Wheels for Friday will be distributed on Wednesday. Will have just 1 van on Friday for lunch, which Maureen will cook.

12. **Agenda Request form**

13. **Next Meeting, December 1, 4:30 pm**

14. **Adjournment** - Motion to adjourn: Bob Bloom, second: Mary Higgins. Adjourned at 6:40 pm

Respectfully submitted,

Liz Pape
Treasurer

Attachments:
Treasurer Report
Volunteer Coordinator Report
MA Council on Aging Conference Report
Director's Report

Council on Aging Treasurer's Report
CoA Board Meeting Nov 3, 2016

FY17 July 1, 2016-, October 31, 2016 (Warrant 17-09)

(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	\$37,337.79	\$ 86,595.21	<i>\$41,311</i>
01541-53000	CoA Home Care	\$ 400.00	\$ -0-	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ -0-	\$ 4,500.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 2,275.83	\$ 13,774.17	<i>\$5,350</i>
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ -0--	\$ 15,217.00	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 6,178.12	\$ 24,821.88	<i>\$10,333</i>

Other Accounts

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$11,552.29	\$4,036.50	\$3,334.44	\$12,254.35
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 20.00	\$ 2,120.00	\$13,329.57
26011-	Formula One Grant		\$ \$0.54	\$4,745.77	\$ (4,745.23)

Special Reports

Revolving Funds Account FY17 Budget:

In order to project spending in the FY17 revolving funds account, I have projected expenses and revenues for that account for two categories: special events/luncheons and program expenses. These were the two categories of expenditures in the FY16 revolving funds account, and I am assuming that they will be the only two categories of expenditures for FY17.

- For special events/luncheons, I reviewed FY16 expenses and projected similar expenses for FY17. There are no projected revenues for special events/luncheons.
- For program expenses, we have added many new programs this year, and an analysis of last year's spending would not be appropriate. Instead, I projected FY17 expenses (instructor expenses) based upon the contracted hourly rates that we have contracted with the instructors for FY17. Program revenues, primarily from our exercise classes, are based upon 5 months of actuals (May – September). Using the actuals, I calculated a monthly revenue projection for each class. The FY17 revenue projections are based upon three months of actual revenues (July-September), and projected revenues for October-June, 2017, based upon the projected monthly revenue. In addition, there is \$3750 toward program expenses in the Formula One Grant for FY17.

Special Events/Luncheons Projected Expenses: \$1650

FY17 Program Projected Expenses: \$22,100

FY17 Program Projected Revenues: \$17, 378.59

FY17 Formula One Grant Revenues: \$3750

FY 17 Projected Program Balance: -\$971.41

Total Expenditures from Revolving Funds: \$2621.41

*NOTE: I plan to review the exercise program revenues for Oct – Dec, and will recalculate the FY17 projected revenues based upon Q2 actuals, and a new projected monthly revenue estimate based upon 6 months of actual performance data.

FY16 Review:

I reviewed all FY16 expenditures, checking for supporting documentation and allocation to proper accounts. There was only one invoice which was allocated to the 24000 account (revolving funds), which was not on the Town Accountant's FY16 Details Report. I have emailed him for clarification- I believe it was reallocated to the Formula One Grant after the warrant cover sheet was submitted. My only recommendation would be that the Board consider writing into its policies and procedures a process by

which Veronica can approve purchases before they are made (requisition form), so that she can keep an eye on expenditures, particularly toward the end of the fiscal year.

The second reason for the FY16 review was to determine how funds were spent, particularly in COA Expenses, Senior Center operations, the revolving fund, and the Formula One grant, to assist Veronica in overseeing, and controlling, FY17 expenditures. Below is a summary of those expenses:

	FY16 Expenditures		
<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>	
COA Wages	\$ 121,944.05	\$ 122,177.04	
COA Home Care	\$ 400.00	\$ 400.00	Montachusett Home Care annual contract
COA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 4,500.00	
	\$ 1,300.00		MOC Donation
	\$ 3,000.00		WHEAT
COA Expense	\$ 14,992.41	\$ 15,000.00	
	\$ 1,240.52		Verizon- phone
	\$ 3,044.17		WB Mason – office supplies
	\$ 75.14		Belmont Springs-water
	\$ 654.90		Holden Landmark – annual subscription, advertising
	\$ 1,383.65		Staff mileage, MA allergen, Halloween candy, yard sale tags
	\$ 35.80		Michael Pineo – hearing notice
	\$ 283.98		Bob Bloom – office copier, ink cartridge, paper
	\$ 1,897.74		MCOA: annual dues: FY16 & FY17; conference fees
	\$ 622.85		4Imprint, 100 planners, 100 ornaments
	\$ 1,410.90		USPS: stamps, newsletter imprints, PO box renewal
	\$ 897.60		Hendrickson Adv: 24 polos, 24 caps, 24 t-shirts
	\$ 1,200.00		Xavus: MySeniorCtr annual license
	\$ 1,855.00		Cordial Distributors: print newsletter
	\$ 135.00		MA Firefighting Academy: training
	\$ 20.00		First Church – annual yard sale
	\$ 119.80		American Alarm
	\$ 115.36		MPLC- annual movie license

<u>Account Name</u>	<u>Debit</u>	<u>Credit</u>	
Sr Center Operations	\$ 4,156.98	\$ 16,500.00	
	\$ 29.95		American Alarm
	\$ 164.50		Comcast: cable TV, internet
	\$ 270.97		Eversource - gas
	\$ 167.64		DPW - water
	\$ 1,725.00		Quality Cleaning
	\$ 1,798.92		SMLD
COA Revolving Account	\$ 8,939.44	\$ 20,491.73	FY15 carryover: \$9864.58 ; FY16 revenues: \$10,627.15
	\$ 1,649.00		Specials: Davis Bates, John Root, John Nesbitt, Roger Tincknell, Dawn Kelley, Larry Parker
	\$ 7,290.00		Instructors: Davidson, Cohen, Leblanc
	\$.44		postage
COA Gift & Donations Account	\$ -	\$ 15,429.57	FY15 carryover: \$13,654.57 FY16 revenues:\$1,775.00
Formula One Grant	\$ 14,498.46	\$ 14,499.00	
	\$ 3,565.00		Instructors: Cohen
	\$ 3,040.22		USPS newsletter permits
	\$ 4,235.00		Cordial Distributors: print newsletters (Sep 2015-Mar 2016)
	\$ 3,658.24		Payroll

Respectfully Submitted,

Liz Pape, Treasurer

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period October 1 - 31, 2016
November 3, 2016

- Volunteer Hours: 635.16 total, including:
 - Bakers: 2.6
 - Meal Site: 192
 - Meals on Wheels: 69.55
 - Office Coverage: 103
 - Pancake breakfast: 34.72
 - Special luncheons: 9

- Volunteer Recruitment and Retention
 - Kitchen:
 - Recruited and then lost one kitchen volunteer
 - Recruited new kitchen volunteer, training in Nov
 - Still need lunch shift volunteers , subs for when Mary is on vacation
 - Assessment:
 - Kitchen volunteers turn over at a higher rate than front desk
 - Performance of volunteers is fairly variable – some still require high levels of management even after being there for several months
 - Other volunteers demonstrate high degree of commitment, readily available as subs, take initiative in maintaining the kitchen – what incentives/recognition can we provide to retain these superstars?
 - Front Desk
 - Friday receptionist has resigned
 - Recruited new Friday receptionist, training in Nov.
 - Will need someone for Thursday 2-5:30 shift to replace Charlie

- Hosts for Upcoming Events
 - Nov 29 Trinity Big Band (I'll be calling for bakers)
 - Sharon and Bob Bloom
 - Dec 11 COA Christmas Party, 1 pm
 - All COA board members

- Program/Activity Average Monthly Attendance

	October (Sep)			October (Sep)
Monday Tai Chi	10 (9)		Wed Chair Yoga	13 (13.3)
Monday Exercise	27 (22.3)		Thurs Active Yoga	17 (15.2)
Monday Zumba	5 (8.3)		Thursday Yogalates	3 (4.5)
Tuesday Line Dancing	17 (18.3)		Friday Pilates	11 (11.8)
Tuesday Chair Pilates	9 (6.5)			

- My volunteer hours for October: 51 hours

Respectfully submitted,

Liz Pape, Volunteer Coordinator

MA Council on Aging Annual Conference “Rising Tides: Embracing Population Growth of Older Adults”
October 26-28, 2016

Liz Pape, Treasurer, Sterling Council on Aging

Wednesday’s sessions:

- W1: Developing No-Cost Online Resources, Andru Coombes, Plymouth CoA Social Worker
- W2:How to Build Intergenerational Bridges in Your Community, Maynard, CoA; Andrea Weaver, ED, Bridges Together
- WP: Afternoon Plenary: Shifting Inward: Finding Your Inner Voice, Emily Browder Melville
- W3: Creating Connections: How to Create Partnerships in Your Community, Natick CoA, Caitrin Lynch, Olin College of Engineering
- W4: Empowering Seniors with Simple Tech: Enhancing Lives and Having Fun, Stephen Spano, Elder Law Attorney

Thursday’s sessions:

- TH AM Plenary: A Conversation with the State Protective Services Director, Alec Graham, JD
- Th1:Feeling Good with Anti-Inflammatory Foods and Rainbow Nutrients, Tricia Silverman, RD
- Th2:Wring Your Hands or Roll Up Your Sleeves? Taking Action for Healthier Communities, Lynn CoA, Andrea Freeman, MA Public Health Association
- Th Afternoon Plenary: Working with Communities: Advocacy, Engagement, and Empowerment, Secretary Alice Bonner, EOE
- Th3: How to Generate and Maintain a Large Volunteer Database with Ease, Sherborn CoA
- Th4: Creating Dementia Friendly Communities, Northboro CoA, BayPath Elder Services, Mirick O’Connell (representing Marlboro CoA)

Friday’s session: MySeniorCenter training

What I learned

- W1:Google Sites is easy-to-use tool for website development and management
 - Diversifies forms of outreach, goes where people are
 - Before developing: assess capabilities, know needs of those you are serving, brainstorm types of resources you plan to offer; have clear idea of how website fits into org’s overall mission
 - Use Google Analytics to track data generated from website
- W2: Bridges Together has curricula and training for teachers (by grade clusters).
 - “Somehow we have to get older people back close to growing children if we are to restore a sense of community, a knowledge of the past and a sense of the future.” Margaret Mead

- Teaches kids to think about aging as a lifelong journey.
 - Initially piloted in MetroWest grade 4 classrooms. Sudbury is using it in all their classrooms
 - Current pricing is \$5000 for one-time licensing fee (Maynard CoA paid half the licensing fee to provide incentive for schools to participate) and \$125/person for training. Plan to put training online in near future, which might reduce training costs.
- WPlenary: Aging Mastery program is offered through NCOA. There's also a National Institute of Senior Centers
- W3: Focused on creating intergenerational programs through CHORE programs and Olin's Engineering for Humanity course.
 - Olin College, Babson and Wellesley college students partner with community CoAs to engineer solutions for seniors.
 - Funded by MetroWest Health Foundation
- W4: Older Apple hardware can be useful hardware for seniors if managed using Meraki System Manager for iPads.
- Th AM Plenary: EOEAs Protective Services division has enacted new accountability measures to increase satisfaction with ASAPs (Aging Services Access Points) and Area Agencies on Aging.
 - Largest type of abuse is self-neglect, followed by caregiver neglect and financial abuse
 - CoAs are mandated reporters
- Th1: Whatever is out is what seniors eat. What can we do to provide seniors with healthy choices?
- Th2: Lynn CoA has engaged in political actions to influence state legislation through MA Senior Action, a silver legislative action group (7 chapters in MA). If you have an issue, you can take it to MA Senior Action.
 - Your zip code is a determinant of your longevity
 - Stories and on-the-ground data are powerful factors to impact policy-makers
 - Mass in Motion is part of a food and fitness alliance
- Th Afternoon Plenary: EOEAs promotes independence, empowerment and well-being of older adults, individuals with disabilities and their caregivers
 - First \$9 of Formula One grant will soon be posted. Hopeful that additional dollar will also be posted for this year.
 - EOEAs top three priorities
 - Promote aging in community
 - Create livable communities
 - Insure adequate "careforce" – currently do not have adequate careforce in place
 - Over 85 population is most rapidly growing part of the senior population
- Th3: Sherborn CoA uses SignUpGenius to recruit and manage its volunteers.
- Th4: MetroWest Health Foundation grant-funded Northboro, Marlboro and Hudson for their cross-community initiative to increase awareness of dementia behaviors and how to deal with them.

- F1: MySeniorCenter training
 - MSC has capability for creating groups, creating custom fields, which are immediately applicable to our use of MSC.

Action Items and timeline:

- Create SignUp Genius database for volunteers – asap
- Create groups in MySeniorCenter for email purposes so that I am not duplicating info in my Gmail account – asap
- Create custom fields in MySeniorCenter to capture more info about seniors that we have on our registration forms
- Research “healthy eating” speakers for future afternoon speaker session and potluck dinner (olive oil tasting)-ongoing within next six months
- Create volunteers website using Google Sites – at minimum, put all training docs on that site- within next six months.

Strands running throughout the conference:

- Intergenerational programming
- LGBTQ
- Social services coordinator instead of outreach coordinator

Final thoughts

- Many COAs still trying to get a new building funded – many folks knew Sterling has a new one
- Very little on COA governance was presented – are COAs running well or is this a topic that few are knowledgeable in?
- Caregivers, both formal and informal, and lack thereof are a concern to EOE
- I heard EOE talk about isolated seniors, but no presentations on the topic. Why?

COA Meeting Nov 4, 2016**Director's Report for October 2016****VAN REPORT Oct 2016**

Van 1	26 Riders	506 trips	1489 miles
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Van 2	20 Riders	139 trips	675 miles
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Comparative Oct 2015

Van 1	17 Riders	378 trips	907 miles
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Van 2	11 Riders	54 trips	304 miles
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KITCHEN REPORT Oct 2016

# MOC meals Served	253	Home cooked / other	83	Pancake Bkfst	88
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Ave daily meals	15.8		27
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Donations	\$688
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Comparative September 2016

# MOC meals Served	275
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Ave daily meals	14.5
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Donations	\$744
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Event Statistics from 10/01/2016 to 10/31/2016

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	33	18	0	0
Congregate Meals	253	68	81	0
Fitness/Exercise	327	101	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	494	121	26	0
Total Event Signins	1346	254	190	0

Comparative - Event Statistics from 10/01/2015 to 10/31/2015

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	25	18	0	0
Congregate Meals	157	24	0	0
Fitness/Exercise	155	57	0	0
Food	54	22	0	0
Health Screening	71	68	5	6
Information Sharing	60	23	0	0
Recreation	29	22	0	0
Social Event	217	39	0	0

Total Event Signins

768

169

5

6

Updates:

Lunch and Learn

12:30 lunch; 1pm APS presentation.

Anticipate quarterly programs going forward

Vickie Angus from the American Contract Bridge Assoc would like to rent the multipurpose room every Saturday from 12 noon – 5pm for \$250 per month.

Average 40 players per session

Currently meeting at the W Boylston Ctr and seeking new home for 2017.

Sterling Lions Club signed usage agreement for non-profit \$150 for Dec 5th.

No security deposit

Farmer's Market

Nov 18; Dec 16 from 3-6 pm

Discussion re booking future rentals

Programming

Men's Club

Foot clinic

Guided Meditation

Marketing / Strategy planning

Overall – Meeting the needs of ALL seniors; diversity of programming

All in for Thursday evenings

Resume Pot luck Dec 8th possibly Yankee Swap

Game night / poker party with Food Drive Dec 29th

Anyone up for Dec 15th

“Corner” Activity for Thursday afternoon

Lunch program with our meals

Contest for the Tag line

OUTREACH COORDINATOR UPDATE OCTOBER 2016 COA MEETING NOV. 4, 2016

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Services provided between 10/01/2016 and 10/31/2016

Interaction	Duplicated	Unduplicated
email	1	1
Home Consultation	30	19
Office Consultation	16	11
Phone Consultation	80	50
Totals	127	64

Outreach- 18 hours a week

FOOD PANTRY

Food pantry happens once a month

In October, 4 Sterling residents received food pantry delivery. This requires initial home visit for menu requests and signature giving delivery approval and then a second home visit to deliver food.

FUEL ASSISTANCE

Fuel Assistance- Assisted 4 people with gathering extensive paperwork for fuel assistance coming to office. As well as assisted one family in getting oil deliver.

INTERGENERATIONAL

Organized 19 seniors/ 4th grade students for Pen Pal program and got it started this month

Organized 4 separate seniors to make 150 6x6 bean bags for the school gym classes and home rooms