

Voted on January 13, 2017

**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, December 1, 2016 at 4:38 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

Kevin Beaupre, Member  
Bob Bloom, Member  
Constance Cleary, Member  
Sue Doucette, Secretary  
Barbara Foster, Chair  
Mary Higgins, Member  
Debbie MacLennan, Member  
Liz Pape, Treasurer

Veronica Buckley, Director

**ABSENT**

Charlie Madden, Member  
Angie Richard, Associate

- 3. Review/Approve Minutes** – Mary made a motion to approve the November 4, 2016 Minutes; Bob seconded; Kevin and Sue abstain; all in favor.
- 4. Treasurer's and Volunteer Coordinator Reports** – Members present were given copies of Liz's reports (see attached #1 and #2). Kevin and Bob accepted the reports.
- 5. Building Committee Update** – We will not be giving out keys for entry into the Senior Center. Bob is currently working on a keyless entry system – key fobs or key cards may be used to access the building. As of right now, Receptionists know how to lock up the building.
- 6. Unfinished Business -**
- 1) Vote: Change day and time of monthly meetings**
    - a. Change day to 2<sup>nd</sup> Thursday of month** – No discussion. Barbara made a motion to accept the change of day from the 1<sup>st</sup> Thursday of the month to the 2<sup>nd</sup> Thursday of the month; Mary seconded; all in favor.
    - b. Change time to 6:30 p.m.** – Discussion ensued. Barbara made a motion to accept the change of time from 4:30 p.m. to 6:30 p.m.; Connie and Mary were opposed; other members said YES. Kevin suggested an earlier time such as 5:30 p.m. Liz made a motion to amend the motion from 6:30 p.m. to 5:30 p.m.; Connie opposed; motion carried (5-1).
  - 2) Farmer's Market** – Farmer's Market hosted a final shopping event of the season was held at the Sterling Senior Center on November 18, 2016. A total of 12 vendors participated, and approximately 50 people attended.
  - 3) Unfinished Business** – The center will have a new Santa this year – Bob Kneeland has graciously volunteered to play the role.
- 7. New Business –**
- 1) Electronic Mailing of All Reports** - Anyone who has monthly reports due to the Board, must provide them to Sue (sadoucette2003@yahoo.com) electronically in WORD format. Barbara handed out the submission report list at the time of the meeting. (Deadline dates for reports are attached #3). Please read the reports before the meeting. Thank you.

**2) Agenda Form** – The agenda form was handed out for FYI purposes only.

**8. Future Topics** – Term limits for the officers were briefly discussed. It was suggested that this might be counter-productive since every year the Nominating Committee will present their slate of officers for election; and the officers must accept their nominations. No further discussion.

**9. Director and Kitchen Reports (combined) and Outreach Coordinator Report** – Members present were given copies of Veronica's and Nickole's reports (see attached #4 and #5). MART – Veronica is looking into how van reimbursement works. The Dispatch hours must continue to be addressed.

- The Central Mass Bridge Club's rental of the multi-purpose room with kitchen usage for coffee every Saturday from 1:00 – 4:00 p.m., for a total of \$250 a month was discussed. Liz made a motion to approve the user's request; Kevin seconded; all in favor.
- The Camera Club of Central Mass requested the classroom rental for three (3) Thursdays per month from 7:30 – 9:30 p.m. This would be in exchange for photography work by club members. Liz made a motion to turn down the Camera Club's request; Mary seconded; all in favor.
- FOSS has agreed to pay for 50% of the New Year's dinner. FOSS asked if the CoA Board would be willing to pay 50%. Liz made a motion to pay 50% of the New Year's dinner; Mary seconded; all in favor.
- **Veteran's Lunch** – Kevin paid for the Veteran's lunch through a donation to FOSS. No further action by the CoA Board was required.
- **Non-resident Use of Multi-purpose Room** – More clarification is needed regarding the non-resident use of room, especially what fees to charge.
- **Uniforms** – Veronica discussed whether or not we had a policy/and or budget concerning uniforms (caps, t-shirts, polos, jackets) at the old senior center. This is also in regards to paid/unpaid staff. No clear resolution as Veronica feels it is too expensive to provide caps, jackets, etc., - especially since we now have 5 drivers. The question is should everyone or no one, or just Pam and Lou, not Denis and Rob (as they drive only 1 day a week); and, Gloria is our spare driver.
- **Decorating Committee** – Tabled.

**10. Chair's Update** – Barbara discussed the upcoming Holiday/Christmas party on December 11, 2017. Pat Contois asked to recite a seasonal poem which she wrote. No formal vote was taken but there were no objections. Kevin bought and donated 100 scratch tickets to be distributed at the party. Santa will pass out the scratch tickets which will be given to the guests attending the party.

**11. Next Meeting** - The next Board Meeting will be held on Thursday, **January 12, 2017 at 5:30 p.m.**

**12. Adjournment** – A motion to adjourn the meeting was made by Connie; seconded by Mary; all in favor at 6:35 p.m.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 5

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

**FY17 July 1, 2016-, Nov 22, 2016 (Note: Town Accountant has not yet sent Nov Revenue and Expense Account Report. This report is based upon CoA submitted expense vouchers):**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123, 933.00	\$46,257.16	\$ 77,675.84	\$51,638.75
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	\$ 3,292.83	\$ 12,757.17	\$6,687.50
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ -9,987.50--	\$ 5,229.50	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 8,066.66	\$ 22,933.34	\$12,916.67

**Other Accounts**

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$11,552.29	\$5,988.00	\$3,994.44	\$13,545.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 480.00	\$ 2,120.00	\$13,789.57
26011-	Formula One Grant		\$ \$0.54 (FY17 not submitted)	\$6,812.76	\$ (6812.22)

**Respectfully Submitted,**

**Liz Pape, Treasurer**

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period November 1 - 30, 2016  
Dec 1, 2016

- Volunteer Hours: 584.49 total, including:
  - Bakers: 9.75
  - Meal Site: 162.75
  - Meals on Wheels: 73.30
  - Office Coverage: 114.50
  - Pancake breakfast: 22.50
- Volunteer Recruitment and Retention
  - Kitchen:
    - Still need lunch shift volunteers (especially Wednesday)
    - Front Desk
      - Two new receptionists – Friday (Elaine) and Thursday 2-5:30 (Emma)
- Hosts for Upcoming Events
  - Dec 8 Potluck Dinner
    - Hosts: Deb MacLennan, Kevin Beaupre,  
NOTE: Hosts set up tables, set out foods, and clean up after the event
  - Dec 11 COA Christmas Party, 1 pm
    - CoA bakers to date:
      - Liz: cookies
      - Mary: peanut butter balls
      - Veronica: cheese plate
      - Barbara: éclair cake, peanut blossoms, punch
  - Dec 29, Game Night and Food Drive, 6 pm
    - Hosts:
  - Dec 30, New Year's Party, 11 am
    - Hosts:

Program/Activity Average Monthly Attendance

	November (Oct)			November (Oct)
Monday Tai Chi	9 (10)		Wed Chair Yoga	14.25 (13)
Monday Exercise	27 (27)		Thurs Active Yoga	20.33 (17)
Monday Zumba	5.75 (5)		Thursday Yogalates	2.25 (3)
Tuesday Line Dancing	16.2 (17)		Friday Pilates	9.67 (11)
Tuesday Chair Pilates	9.2 (9)			

- My volunteer hours for November: 43 hours

Respectfully submitted,  
Liz Page

**Report Submission Dates****DATE DUE**January 3<sup>rd</sup>January 30<sup>th</sup>February 27<sup>th</sup>April 3<sup>rd</sup>May 1<sup>st</sup>May 29<sup>th</sup>July 31<sup>st</sup>September 5<sup>th</sup>October 2<sup>nd</sup>October 30<sup>th</sup>December 4<sup>th</sup>**DATE MAILED**January 5<sup>th</sup>February 2<sup>nd</sup>March 2<sup>nd</sup>April 6<sup>th</sup>May 4<sup>th</sup>June 1<sup>st</sup>August 3<sup>rd</sup>September 7<sup>th</sup>October 5<sup>th</sup>November 2<sup>nd</sup>December 7<sup>th</sup>**MEETING DATE**January 12<sup>th</sup>February 9<sup>th</sup>March 9<sup>th</sup>April 13<sup>th</sup>May 11<sup>th</sup>June 8<sup>th</sup>August 10<sup>th</sup>September 14<sup>th</sup>October 12<sup>th</sup>November 9<sup>th</sup>December 14<sup>th</sup>

**Director's Report for November 2016**  
**COA Meeting – December 1, 2016**

**Vacation Coverage**

Director's Vacation begins Wed Dec 14th; Return to work date of Tuesday Dec 27  
 12/14 Nickole 8a – 3p Town Party – Maureen  
 12/16 Liz 9a – 1p Farmer's Market - Maureen  
 12/19 Nickole 8a – 2p  
 12/20 Sue 9a – 1p  
 12/21 Nickole 8a – 2p  
 12/22 Nickole 8a – 2p Warrant due; prepare payroll  
 12/23 Barbara 9a – 1p Sign payroll and bring to Town Hall

**Newsletter**

Contacted LPI re large print newsletters. This is not a service they offer and not financially feasible to create a separate large print edition. Our newsletter is online, can be accessed electronically and enlarged on computer.

Newsletter list is generated from My Senior Center. Follow up on any complaints of not receiving newsletter by verifying address, PO Box.

**My Senior Center Report**

**Event Statistics from 11/01/2016 to 11/30/2016**

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	29	18	0	0
Congregate Meals	218	31	107	0
Fitness/Exercise	428	126	36	0
Food	45	30	58	0
Health Screening	7	7	20	1
Information Sharing	113	41	0	0
Recreation	18	15	17	0
Social Event	414	84	2	0

<b>Total Event Signins</b>	1272	235	240	1
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#### Comparative Event Statistics from 11/01/2015 to 11/30/2015

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
<b>Community Education</b>	24	20	0	0
<b>Congregate Meals</b>	144	25	0	0
<b>Fitness/Exercise</b>	184	56	6	0
<b>Food</b>	76	61	4	10
<b>Health Screening</b>	8	8	0	1
<b>Information Sharing</b>	32	11	0	0
<b>Recreation</b>	44	31	3	0
<b>Social Event</b>	198	62	2	0
<b>Total Event Sign ins</b>	710	170	15	11

#### Master List (events listed for each category)

**Community Education:** board meeting, book club, community org meetings, computer class, fuel assistance, peer writing

**Congregate Meals:** Lunch

**Fitness/Exercise:** Chair pilates, Oriol exercise, Chair yoga, Line dancing, pilates, Strengthening yoga, Tai Chi, Yogalates, Zumba

**Food:** Bread, pancake breakfast

**Health Screening:** BP Clinic, Elder Keep Well Clinic, Shine

**Information Sharing:** Computers, Information gathering, Just visiting, Lunch and Learn

**Social Event:** Open Coloring, Bingo, Bridge, Coffee, Cribbage, Daily card game, Game day, Mahjong, Men's club, Pool, Puzzle, Special luncheon, Wii

**Recreation:** Entertainment, Movie, Van shopping

#### VAN REPORT NOV 2016

**Van 1 29 Riders 532 trips 1809 miles**

**Van 2 16 Riders 139 trips 576 miles**

#### Comparative Nov 2015

Van 1 20 Riders 346 trips 875 miles

Van 2 15 Riders 68 trips 430 miles

## **OUTREACH REPORT (attached)**

### **KITCHEN REPORT NOV 2016**

<b># MOC Meals Served</b>	<b>250</b>	<b>Home ck / other</b>	<b>71</b>	<b>Pancake Bkfst</b>	<b>77</b>
<b>Ave daily meals</b>	<b>15.6</b>		<b>24</b>		
<b>Donations</b>	<b>\$651</b>				

Comparative October 2016

<b># MOC Meals Served</b>	<b>253</b>
<b>Ave daily meals</b>	<b>15.8</b>
<b>Donations</b>	<b>\$688</b>

### **Building Usage**

The payment for deposit and usage fees will be deposited into Senior Center Usage account which is a separate revolving account within our current revolving account. This separates senior center usage from other revolving account activity.

The Central Mass Bridge Club is awaiting our decision. Requesting rental of multi-purpose room with kitchen for coffee every Sat for event from 1p – 4p for \$250 per month.

Non Resident request to rent the multipurpose room with use of patio and kitchen for a wedding and reception on Sunday July 9<sup>th</sup> from 1:30p – 6p for \$150.

Camera Club of Central Mass request to rent the classroom for three Thursdays per month from 7:30 – 9:30pm in exchange for photography work by club members, possibly two events per week, maintenance of digital sign.

### **Veteran's Lunch Friday December 2<sup>nd</sup>**

FOSS has agreed to pay for 50% of the lunch (\$284 total cost). Are we willing to pay for 50%?

### **New Year's Lunch and others**

FOSS has agreed to pay for 50% of New Years dinner. Are we willing to pay for 50%?  
FOSS has agreed to pay for the equivalent of one home cooked meal each month. In January, we will begin home cooked meals on Wednesdays funded by FOSS and the \$3 donation.

### **Policy regarding uniforms at the Sr Ctr**

Caps and tshirts for kitchen help?  
Caps and polos for van drivers?

\$10 per cap; \$11 per tshirt; \$16 per polo

### **Decorating Committee?**

Plan and budget



# OUTREACH COORDINATOR UPDATE

## November 2016

Services provided between 11/01/2016 and 11/30/2016

Category	Duplicated	Unduplicated
Are You Ok	7	6
bean bags	2	2
client finding	35	35
Drop off item	1	1
Family Support	19	12
Food	4	4
food pantry delivery	6	6
Heating Oil	10	3
Insurance	3	3
Introduction/ SSC Info	1	1
Library	11	3
Meals on Wheels	3	3
Medical	3	2
other	3	3
Paperwork	10	6

pen pal	26	17
well check	11	10
<b>Totals</b>	<b>155</b>	<b>95</b>

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