

**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 Friday, January 13, 2017 at 12:30 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

Kevin Beaupre, Member  
Bob Bloom, Member  
Sue Doucette, Secretary  
Barbara Foster, Chair  
Mary Higgins, Member  
Charlie Madden, Member

Veronica Buckley, Director

Maureen Cranson, BOS  
Dick Mackie, Building Committee

**ABSENT**

Constance Cleary, Member  
Debbie MacLennan, Member  
Liz Pape, Treasurer  
Angie Richard, Associate

**3. Review/Approve Minutes and All Monthly Reports** – Kevin made a motion to approve the December 1, 2016 Minutes and the month ending December Reports as presented (**attached #1**); Barbara seconded; Charlie abstained; all in favor.

**4. Public Session** – Dick Maki attended the meeting and distributed copies of the “Public Art Display Policy” which includes Guidelines and Display Agreement, to Members present (**see attached #2**). He would appreciate it if everyone could read/review the policy. This topic will be on the February 9<sup>th</sup> Agenda for review and vote.

**5. Unfinished Business -**

**1) Review/vote building usage for July 9, 2017** – The non-resident rental of the multipurpose room to include usage of the patio and kitchen on Sunday, July 9, 2017 was further discussed. Kevin made a motion to rent the multipurpose room with usage of the patio and kitchen on Sunday, July 9, 2017 for a rental fee of \$350, following the signage of the Meeting User Agreement by the user; Barbara seconded; all in favor.

**2) Review/vote driver's uniforms** – Policy regarding uniforms/and or jackets, caps, t-shirts, polos was further discussed. Previously there was no formal policy. Kevin made the motion to allocate a total of \$250 to purchase from Hendrickson, the jackets for the 5 van drivers. Kevin also said that if any monies remain, Veronica could also use the remaining monies to purchase the caps, t-shirts and polos, Mary seconded; all in favor.

**3) New Business, Review/vote for 2018 Budget** - Veronica distributed copies of the Senior Center's 2018 Budget for review and vote (previously approved by Liz). Kevin made a motion to approve the 2018 Budget as proposed by Director, Veronica Buckley; Mary seconded; all in favor.

**6. Maureen Cranson** attended the meeting and stated that we are still having issues regarding the Senior Center's HVAC system. She stated that the system is under warranty and is proceeding with caution.

7. **Next Meeting** - The next Board Meeting will be held on Thursday, **February 9, 2017 at 5:30 p.m.**

8. **Adjournment** – A motion to adjourn the meeting was made by Barbara at 1:40 p.m.; seconded by Kevin; all in favor.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 2

Council on Aging Treasurer's Report  
CoA Board Meeting Jan 12, 2017

**FY17 July 1, 2016- Jan 3, 2017**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123, 933.00	\$54,314.67	\$ 69,618.33	<i>\$61,966.50</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	\$ 5,106.06	\$ 10,943.94	<i>\$8,025.00</i>
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ 10,987.50	\$ 4,229.50	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 9,864.66	\$ 21,135.34	<i>\$15,500.00</i>

**Other Accounts**

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 0	\$ 0	\$ 0
24000-	Revolving funds	\$11,552.29	\$7,313.00	\$4,354.44	\$14,510.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 680.00	\$ 3,605.00	\$12,504.57
26011-	Formula One Grant		\$ 0.54	\$9,433.12	\$ (9,432.58)

**Special Report – Knitting Table**

Revenues from Holiday Fair Knitting Table and beyond:

- Knit goods: \$121.00 (\$63 during fair, \$58 prior to fair)
- Raffle basket: \$93.00
- Farmers' Market and Pancake Breakfast: \$139.00

TOTAL: \$313 (paid \$40 for table space rental)

**Respectfully Submitted,  
Liz R Pape, Treasurer**

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period December 1 - 31, 2016  
Jan 12, 2017

- Volunteer Hours: 607.8 total, including:
  - Bakers: 20
  - Meal Site: 222.08
  - Meals on Wheels: 63.55
  - Office Coverage: 104.50
  - Pancake breakfast: 32
- Volunteer Recruitment and Retention
  - Kitchen:
    - Staffed double shifts for Wednesday home-made lunches
    - Still need additional lunch worker for Monday and Tuesday
  - Front Desk
    - Need substitutes for winter vacations
- Hosts for Upcoming Events
  - Jan 19 Potluck Dinner
    - Hosts:  
NOTE: Hosts set up tables, set out foods, and clean up after the event
  - Other events (serving refreshments) – do we need hosts?
    - Project Shine – Jan 19, 12:45
    - Larry Stoddard book signing – Jan 25, 12:30

Program/Activity Average Monthly Attendance

	Dec 2016			Dec 2016
Monday Tai Chi	8		Wed Chair Yoga	13
Monday Exercise	15		Thurs Active Yoga	16
Monday Zumba	4		Thursday Yogalates	2
Tuesday Line Dancing	18.3		Friday Pilates	8
Tuesday Chair Pilates	8.8			

- My volunteer hours for December: 48 hours

Respectfully submitted,  
Liz R. Pape

## COA Board Meeting Jan 12, 2017

### Director's Report for December 2016

#### My Senior Center Report

##### Event Statistics from 12/01/2016 to 12/31/2016

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	15	11	0	0
Congregate Meals	214	37	0	0
Fitness/Exercise	325	99	2	0
Food	60	36	2	0
Health Screening	9	9	2	0
Information Sharing	100	27	0	0
Recreation	24	19	19	0
Social Event	415	106	65	0
<b>Total Event Signins</b>	<b>1162</b>	<b>209</b>	<b>90</b>	<b>0</b>

##### Comparative Event Statistics from 12/1/15 – 12/31/15

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	26	21	0	0
Congregate Meals	176	28	0	0
Fitness/Exercise	162	60	0	0
Food	81	52	6	19
Health Screening	3	3	0	0
Information Sharing	51	18	0	0
Recreation	5	5	0	0

<b>Social Event</b>	276	71	3	5
<b>Total Event Signins</b>	780	160	9	24

#### **VAN REPORT DEC 2016**

<b>Van 1 29 Riders</b>	<b>461 trips</b>	<b>1609 miles</b>
<b>Van 2 21 Riders</b>	<b>104 trips</b>	<b>609 miles</b>
Comparative Dec 2015		
Van 1 28 Riders	468 trips	1134 miles
Van 2 15 Riders	100 trips	438 miles

#### **OUTREACH REPORT (attached)**

#### **KITCHEN REPORT DEC 2016**

<b># MOC Meals Served</b>	<b>228</b>	<b>Home ck / other</b>	<b>111</b>	<b>Pancake Bkfst</b>	<b>78</b>
<b>Ave daily meals</b>	<b>15</b>	<b>37</b>			
<b>Donations</b>	<b>\$656</b>				

Comparative Nov 2016	
# MOC Meals Served	250
Ave daily meals	15
Donations	\$651

#### **Building Usage**

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>.

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

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

#### **Decorating Committee**

Plan and budget

# OUTREACH COORDINATOR UPDATE

December 2016

## COA Board Meeting – January 12, 2017

Services provided between 12/01/2016 and 12/31/2016

Category	Duplicated	Unduplicated
Application Assistance	5	2
Assessment/Well check	7	5
Case Management/Advocacy	15	10
DME Medical equipment/loan	3	3
Family Support	9	8
General Information/Referral	4	4
Inter-generational program	17	16
Isolation Intervention	6	2
Nutritional support	23	16
<b>Totals</b>	<b>89</b>	<b>50</b>

Services provided between 12/01/2016 and 12/31/2016

Interaction	Duplicated	Unduplicated
Home Consultation	33	19
Library	3	1
mail/letter/card	1	1
Office Consultation	10	10
Phone Consultation	44	38
<b>Totals</b>	<b>89</b>	<b>50</b>

**Outreach- 18 hours a week**  
**FOOD PANTRY**

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Food pantry happens once a month  
In December, 6 Sterling residents received food pantry delivery.

**INTERGENERATIONAL**

Pen Pal program is up and running and going well. Also working with a senior who is getting busy work from a teacher on a monthly basis

**LIBRARY**

Assisted 3 seniors with ordering and delivering books both from library and from book club books. As well as ordering and picking up book club books at the library.

**FUEL ASSISTANCE-** Assisted 2 people with fuel assistance and 3 people with insurance applications.



# **Sterling COA Public Art Display Policy**

February, 2017

## **Introduction**

The Sterling Council on Aging (COA) believes that the display of public art in our Senior Center enhances the visual qualities of our facility, provides a venue for area artists and photographers to display their original two-dimensional artwork, and, promotes art education in the community.

## **Art Selection Committee**

The Council on Aging shall form a three-member Art Selection Committee to manage and select work that is consistent with:

- display spaces available and the size of the work product;
- the decorative tone of the building and display areas;
- respectful of an audience that ranges from youngsters to elders;
- and, adheres to Guidelines established within this document.

## **COA Art Selection Committee**

The COA Art Selection Committee shall include the COA director and two citizens of Sterling appointed in recognition of their interest in augmenting visual arts in the community and/or their demonstrated artistic talents. The final decision to approve the display of potential works of art rests with the COA director.

## **Announcement of Display Eligibility**

The COA Art Selection Committee shall widely publicize the availability of artistic display space at the Senior Center to local art organizations and the general public. The Committee shall establish a list of potential artists and view representative samples of their work, or colored photographs. A goal of the Committee will be to provide a variety of visual media throughout the year. Artists will be asked to agree with the Guidelines established by the Committee prior to display. Artists shall also agree to hold the Town of Sterling and all employees and members or representatives of the Council on Aging harmless should any work on display be damaged or stolen.

## **Attachments:**

1. Guidelines
2. Application document

## **Sterling Council on Aging Guidelines for Public Art Displays**

1. All submissions must be hung with wire and the artist is responsible for timely hanging and take-down of their work.
2. Articles may be identified as “For Sale” or “NFS”. Pricing for work for sale shall be listed in a separate document provided by the artist. The artist is solely responsible for any arrangements associated with the sale of a work of art. The COA is only providing a venue for artists and is not engaged in the marketing or sale of work on display.
3. The artist agrees to maintain their display for a minimum period of seven (7) weeks from the formal opening. The COA would prefer that, once hung, all pieces remain on display for the duration. If it is necessary to remove a sold work, the artist is responsible for replacing the sold piece with another similar product.

4. The Center encourages artists to prepare basic descriptive material for display that describes the motivation, techniques, and background of the artist.
5. Each show shall have a Grand Opening with light refreshments provided by the Center. Local publicity may be coordinated with the artist prior to the show.
6. The facility has display space for 20-30 exhibits in several building locations. Artists are encouraged to visit the facility and talk with the director regarding other details.
7. The Senior Center would appreciate a modest donation associated with the sale of art work after the conclusion of the show.
8. The artist understands that the Town of Sterling, the COA and all of its employees and representatives are not responsible for the malfunctions of the hanging equipment or other damage or loss associated with the art display.
9. Placement of work is the responsibility of the artist. However, the COA director or his/her representative may limit usage of specific display spaces because of concerns regarding safety or other functional utilization of the facility.
10. The Senior Center is open to the public and all art work must be respectful of the fact that our audience ranges from pre-school students to elderly citizens. Art work that may be inappropriate to any of our patrons and their families is discouraged.

February, 2017

## **Sterling Senior Center Artistic Display Agreement**

I agree to abide by the Sterling Council on Aging Guidelines relative to the display of my art work at the Sterling Senior Center.

I further agree to hold the Town of Sterling and the Council on Aging and all of its employees and representatives harmless in the unlikely event that work product is damaged or stolen while at the Senior Center.

Title of Exhibit: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Date of Hanging: \_\_\_\_\_ Date of Artwork Removal: \_\_\_\_\_

Date/Time of Reception: \_\_\_\_\_

Artists Name: \_\_\_\_\_ (Please print)

Artists Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COA Director's Signature: \_\_\_\_\_

**A copy of the COA Policy, Guidelines and Agreement shall be provided to the artist and may include any additional provisions approved by the COA director.**