

Voted on at CoA Meeting - March 9, 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 Tuesday, February 21, 2017 at 5:30 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
Debbie MacLennan, Member
Liz Pape, Treasurer
Angie Richard, Associate

Veronica Buckley, Director

Dick Maki, Building Committee

ABSENT

Constance Cleary, Member

3. Review/Approve Minutes and All Monthly Reports – Charlie made a motion to approve the January 13, 2017 Minutes and the January Reports as presented; Kevin seconded; Liz abstained; all in favor.

4. Building Committee – Bob, Dick and Veronica discussed the minor leak in the kitchen which turned out to be a snow build-up in the louvers on the roof which melted and the water found a path into the kitchen. No damage was found. This issue is being addressed.

5. Public Session – No public session.

6. Unfinished Business -

- 1) Dick Maki - Review/vote on Art Policy as Presented** – Dick advised everyone present that there will be a public art display at the Senior Center. The Artist Reception for Carleen DeBlois will be held on March 3rd at 6:00 p.m. Refreshments will be provided. This venue provides area artists and photographers the opportunity to display their original artwork, which also promotes art education in the community. Dick would like to get more people involved and the possibility of including a Student Art Display would be welcome. All art lovers are welcome!

Liz made a motion to approve the "Public Art Display Policy"; Charlie seconded; all in favor.

- 2) Christmas Party, 2017 Entertainment** – There was a miscommunication regarding the Sterling Cultural Council hiring Roger Ticknell to perform at the 2017 Christmas Party. Veronica will call the Council and advise them of the proper procedures regarding hiring performers for programs at the Senior Center. Charlie made a motion to accept Roger as the performing artist for the 2017 Christmas party; Mary seconded; all in favor.
- 3) Tickets** – The remainder of the scratch tickets that were given out at the 2016 Christmas Party were handed out to members present. Thank you very much, Kevin.
- 4) Member Reports** – Charlie discussed a company called Growing Places of Leominster, MA. This company could provide consulting services to help our community to grow, harvest and prepare fresh, healthy food. Services that could be provided include garden design, check-up, soil health,

educational programming, raised bed installation, and planning and planting. It was suggested that we need to reach out to Maureen to see if there will be any further use of the land, etc. Charlie said that a representative from Growing Places would be willing to give a 15 minute talk. Kevin suggested that the month of April would be a good time. Barbara will put this subject on the April agenda.

7. New Business – No new business was conducted.

8. Upcoming Events – The March upcoming events were distributed and discussed. The monthly listing of upcoming events will be sent out to Members by Veronica each month.

- 1) **Dates of Programs Needing Refreshments** – Liz is willing to coordinate the refreshments for the Art Receptions, and serve as the chair of the Artist's Reception Committee. She will no longer be calling the list of bakers. Veronica has someone in mind who might be willing to take it over. Bakers will be needed for the Men's Club meetings.

Bob made a motion to cancel the March potluck dinner; but no formal vote was taken. A discussion continued as Deb will be the Chair person for the potluck dinners and she suggested, and it was unanimous, that we cancel the potluck dinners for the months of March and April; and hold a potluck dinner in the month of May. The potluck dinners during the summer months will be determined after Deb presents her reorganization plan at the March meeting.

On March 8th there will be a free lunch provided by Santander Bank. Veronica discussed this issue as she wants to protect our seniors and ensure that the information provided is the correct information. We decided as a group that the information provided should be both "informational and educational" only.

9. Future Topics –

- 1) September Town-wide Yard Sale and role of COA Board and use of Senior Center
- 2) Lilacs Event
- 3) Mother's Day Tea
- 4) Father's Day Ice Cream Social
- 5) Expectations of the COA Board
- 6) Growing Places of Leominster
- 7) Potluck dinner reorganization plan

10. Director's Report – The Quarterly Lunch 'N Learn meeting was held on February 3rd. Many present and possibly future programs were discussed. Veronica hopes that these meetings become more conversational as they are extremely important. As there are 2,100 seniors over the age of 60 in Sterling, and 101 seniors over the age of 90, Veronica would like to find a way to reach ALL seniors. In order to reach more seniors, it was suggested that Veronica ask to be put on the BOS agenda to discuss our vision and challenges.

11. Chair's Comments – Let's keep the energy positive!

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

13. Adjournment – A motion to adjourn the meeting was made by Kevin at 7:12 p.m.; seconded by Sue; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments – 4

Council on Aging Treasurer's Report
CoA Board Meeting Feb 9, 2017

FY17 July 1, 2016- Jan 26, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123,933.00	\$64,088.18	\$ 59,844.82	\$72,294.25
01541-53000	CoA Home Care	\$ 400.00	\$ -0-	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ 3,000.00	\$ 1,500.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 5,465.39	\$ 10,584.61	\$9,362.50
01541-57001	CoA Sr.Tax Work off Program	\$ 15,217.00	\$ 11,477.50	\$ 3,739.50	
01541-57003	Sr Ctr Operations	\$ 31,000.00	\$ 11,310.88	\$ 19,689.12	\$18,083.33

Other Accounts

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 150.00	\$ 0	\$ 150.00
24000-	Revolving funds	\$11,552.29	\$8,615.00	\$5,874.44	\$14,292.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 755.00	\$ 4,802.00	\$11,382.57
26011-	Formula One Grant		\$ 0.54	\$10,497.21	\$ (10,496.67)

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

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period January 1 - 29, 2017
Feb 9, 2017

- Volunteer Hours: 622.42 total, including:
 - Bakers: 12.75
 - Meal Site: 203.83
 - Meals on Wheels: 57
 - Office Coverage: 100
 - Pancake breakfast: 28
- Volunteer Recruitment and Retention
 - Kitchen:
 - Still need additional lunch workers for Monday, Tuesday, Thursday
 - Front Desk
 - Created Names and Addresses Book for use by receptionists and van drivers
 - Receptionists' Luncheon Friday, Jan 27: continued training including:
 - Reminders on Van Requests, Phone Messages, Sign-up Sheets, etc
 - New training on Names and Addresses Book
 - Updates on receptionists' additional duties: books, monthly events documents and MySeniorCenter updates
- Hosts for Upcoming Events (NOTE: Hosts set up tables, set out foods, and clean up after the event)
 - Potluck Dinner – Feb 16, 6 pm
 - Valentine's themed gift bag (Navicare) – Feb 13, 1 pm

Program	January 2017 Average Attendance
Monday Tai Chi	10
Monday Exercise	15
Monday Zumba	7
Tuesday Line Dancing	21
Tuesday Chair Pilates	9
Wed Chair Yoga	14
Thurs Active Yoga	18
Friday Guided Meditation	9
Friday Pilates	10

- My volunteer hours for January: 40.5 hours

Respectfully submitted,
Liz R. Pape

**COA Board Meeting Feb 9, 2017
Director's Report for Jan 2017**

My Senior Center Report

Event Statistics from 01/01/2017 to 01/31/2017

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	45	36	15	0
Congregate Meals	249	47	68	0
Fitness/Exercise	367	108	44	0
Food	84	52	83	0
Health Screening	10	10	9	0
Information Sharing	86	37	0	0
Recreation	16	14	43	45
Social Event	353	86	19	0
Total Event Signins	1210	227	281	45

Comparative Event Statistics from 01/01/2016 to 01/31/2016

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	24	17	0	0
Congregate Meals	163	21	0	0
Fitness/Exercise	160	55	0	0
Food	96	68	5	30
Health Screening	10	10	0	0
Information Sharing	79	16	0	0
Recreation	3	2	0	0
Social Event	198	36	0	0
Total Event Signins	733	142	5	30

Van Report Jan 2017

Van 1	22 Riders	434 Trips	1465 miles
Van 2	14 Riders	123 Trips	484 Miles

Comparative Van Report Jan 2016

Van 1	16 Riders	351 Trips	908 Miles
Van 2	12 Riders	106 Trips	400 Miles

Kitchen Report Jan 2017

# Moc Meals Served	249 or 18/day
#Home cooked / Other	120 or 30/day
#Pancake Breakfast	85

Comparative Kitchen Report Dec 2016

# Moc Meals Served	228 or 15/day
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OUTREACH COORDINATOR UPDATE

January 2017

CoA Meeting FEB 9, 2017

Services provided between 01/01/2017 and 01/31/2017

Interaction	Duplicated	Unduplicated
Home Consultation	41	22
mail/letter/card	4	4
Office Consultation	20	18
Phone Consultation	81	49
Totals	147	64

OUTREACH COORDINATOR

January 2017

Services provided between 01/01/2017 and 01/31/2017

Category	Duplicated	Unduplicated
Application Assistance	11	6
Assessment/Well check	43	29
Case Management/Advocacy	23	12
DME Medical equipment/loan	6	4
Family Support	12	11
General Information/Referral	12	10
Health Benefit Counseling	1	1
Inter-generational program	10	8
Isolation Intervention	12	6
Nutritional support	17	10
Totals	147	64