

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, April 13, 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
Charlie Madden, Member
Debbie MacLennan, Member
Liz Pape, Treasurer
Angie Richard, Associate

Veronica Buckley, Director

Maureen Cranson, Building Committee

ABSENT

Constance Cleary, Member
Mary Higgins, Member

- 3. Review/Approve Minutes and All Monthly Reports** – Charlie made a motion to approve the March 9, 2017 Minutes and the month end March Reports as presented; Bob seconded; Charlie and Debbie abstained; all in favor.

- 4. Building Committee** – Maureen said that SMLD changed the lightbulbs at the Senior Center. They will give us a price on LED lights. Having a frame built for the Sterling Senior Center sign which was destroyed this past winter. The DPW put up signage for the Center on Rte. 140 and Rte. 12. Working with engineers on HVAC.

- 5. Public Session** – No public session.

6. Unfinished Business -

- 1) September Yard Sale** – Pam Dell gave a brief discussion of the pros and cons and details of having a pancake breakfast at the Senior Center.

Liz made a motion to pursue selling coffee, snacks and baked goods at the Town Wide Yard Sale on Saturday, September 16th at the Butterick Town Hall; Bob seconded; all in favor.

Barbara was asked to write a letter to the BOS requesting permission to use the area in front of the Butterick Building including the basement, to participate in the Town Wide Yard Sale on Saturday, September 16th from 7:00 a.m. to 3:00 p.m. At the yard sale we would sell coffee, snacks and baked goods.

- 2) BBQ Committee Plans** – Tabled until next month.

- 3) All April Activities Report** – Veronica gave a review of upcoming events. Asked for help at the Anniversary lunch, Mother's Day Tea and Ken Day's birthday. Volunteer Lunch - she stated she wants all the volunteers to just enjoy and not work, she is working on finalizing plans. Several of the Board will help on at the anniversary, Tea and birthday.

7. New Business –

- 1) **Joanne Cummings/Rec. Department Proposals** – Maureen spoke to Joanne Cummings about plans the Recreation Department proposed for the Senior Center – especially the bocce court and all that it would entail to build it. The court would not be maintained by the Recreation Department. We may check with seniors to see if there is any interest in horse shoes and bean bag toss.

Bob made a motion to have Veronica contact the Recreation Department that we are not interested in the bocce court; Charlie seconded; all in favor.

- 2) **Growing Places Presentation** – Veronica will contact Janet O'Brien of Growing Places regarding a program to introduce Growing Places probably how to grow herbs as they are an easy way to start gardening, as well as discussing future projects in early June. Future inter-generational programs will also be discussed.

- 3) **CoA Articles for Annual Town Meeting** – Veronica briefly described the two (2) CoA Articles that will be on the agenda at the Annual Town Meeting on May 1st. Two people from the CoA Board should attend.

Article 27 – Senior Center Facilities Maintenance Technician; and **Article 28** – Senior Center Facilities Supervisor.

8. Upcoming Events –

- 1) Anniversary Lunch – April 26th
- 2) Mother's Day Tea – May 12th
- 3) Ken Day's 100th birthday luncheon – May

9. **Future Topics** – BBQ, Appoint nominating committee, Growing Places, Survey Results, complete discussion and vote on Veronica's goals, yard sale, and possible outdoor activities, especially on the patio.

10. **Director's Report** – Veronica briefly stated her goals. Touched on other upcoming events. May 1st, Town Meeting, we have two articles for vote: Senior Center Facilities Supervisor and Facilities Maintenance Technician. As Treasurer, Liz will introduce each article with an explanation that follows. Liz, Veronica and Maureen will meet before the meeting to prepare to respond to all arguments. Veronica will attend the town meeting. She distributed the list of May's events.

11. **Chair's Comments** – Barbara hopes that everyone can attend the Annual Town Meeting on May 1st.

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

13. **Adjournment** – A motion to adjourn the meeting was made by Bob at 7:40 p.m.; seconded by Charlie; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments - 5

Council on Aging Treasurer's Report
CoA Board Meeting Apr 13, 2017

FY17 July 1, 2016- Apr 5, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123,933.00	\$87,685.67	\$ 36,247.33	<i>\$92,949.75</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 400.00	\$ -0-	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,500.00	\$ 3,000.00	\$ 1,500.00	
01541-57000	CoA Expense	\$ 16,050.00	\$ 8,640.91 * 54%	\$ 7,409.09	<i>\$12,037.50</i>
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	\$ 17,010.36 * 55%	\$ 13,989.64	<i>\$23,250.00</i>

Other Accounts

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 644.19	\$ 0	\$ 644.19
24000-	Revolving funds	\$11,552.29	\$11,745.00	\$8,979.44	\$14,317.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 1,455.00	\$ 4,802.00	\$12,082.57
26011-	Formula One Grant	\$ 0.54	\$15,826.06	\$12,819.23 \$163.70 enc.	\$ 2,843.67

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

Report to the Sterling Council on Aging

Senior Center Volunteer Coordinator

For the period March 1 - 31, 2017

Apr 13, 2017

- Volunteer Hours: 967.16 (last month:622.42) total, including:
 - Admin/computer:51.0
 - Bakers: 47 (last month:12.75)
 - Meal Site: 282.55 (167.5)
 - Meals on Wheels: 68.5 (43.5)
 - Office Coverage: 218.55 (75.5)
 - Pancake breakfast: 23.5
- Volunteer Recruitment and Retention
 - Kitchen:
 - Still recruiting kitchen workers, primarily lunch shift

Program	March 2017 Average Attendance
Monday Tai Chi	9.8
Monday Exercise	20
Monday Zumba	5.8
Tuesday Line Dancing	20
Tuesday Chair Pilates	9.7
Wed Chair Yoga	15.3
Thurs Active Yoga	18
Friday Guided Meditation	8
Friday Pilates	10.4

- My volunteer hours for March: 53.5 hours

Respectfully submitted,
Liz R. Pape

COA Board Meeting April 13, 2017**Director's Report for March 2017****My Senior Center Report****Event Statistics from 3/1/17 – 3/31/17**

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	33	18	0
Congregate Meals	383	80	41
education	11	11	7
Fitness/Exercise	413	108	31
Food	70	35	0
Health Screening	13	12	0
Information Sharing	27	20	0
Recreation	19	18	84
Social Event	679	231	111
Total Event Signins	1648	332	274

Comparative Event Statistics from 3/1/16 – 3/31/16

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	12	10	0
Congregate Meals	165	23	0
Fitness/Exercise	185	60	0
Food	82	60	8
Health Screening	3	3	0
Information Sharing	84	20	0
Recreation	47	34	2

Social Event	218	36	0
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Total Event Signins	796	156	10
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VAN REPORT March 2017

Van 1 29 Riders	331 trips	2115 miles
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Van 2 17 Riders	117 trips	690 miles
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KITCHEN REPORT March 2017

# MOC Meals Served	246 or 16 per day
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# Home Cooked or other	244 or 49 per day
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# Pancake Breakfast	70
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Comparative Feb 2017

# MOC Meals Served	249 or 18/day
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# Home Cooked or other	120 or 30/day
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# Pancake Breakfast	85
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CY 2017 Sterling Senior Center Program Goals

Goal: Increase participation of seniors not currently active at the SSC

Diversify programming

Develop and schedule minimum of one educational series

Develop and schedule minimum of one art and/or craft series

Develop and regularly schedule minimum of one music series

Develop and schedule minimum of one outside program series

Develop and schedule minimum of one program targeting male participation

Develop and schedule minimum of one exercise / lifestyle management program designed for frail elders

Create home-cooked lunch program of 3 days per week

Develop specific volunteer opportunities for senior volunteers outside of kitchen and reception roles

Better communicate existing and new programs

Expand newsletter to 12 issues / year

Develop yearly theme to highlight role of senior center within community (for 2018)

Partner with other town organizations to take advantage of existing senior affiliations and to reduce age stigma some associate with “senior centers”

Develop and regularly schedule a joint program with Conant Library

Develop and regularly schedule a joint program with Recreation Dept

Measure of Success:

15% increase in total seniors served (unduplicated count) from CY16 to CY17

Goal: Increase outreach efforts to frail and/or homebound seniors

Establish a Friendly Visitor Program

Explore options for increased outreach through use of volunteers, MSW interns, and /or creative client finding

Measure of Success: 10 elders paired with friendly visitor volunteers

Background information / Statistics

Current Programming CY 2016

Exercise: Chair Yoga, Strengthening Yoga, Chair Pilates, Mat Pilates, Tai Chi, Senior Cardiovascular Fitness, Line Dancing and Zumba.

Health Promotion: Blood Pressure Clinics by Sterling EMT, Elder Keep Well Clinics by VNA, Flu Clinic, Foot Care Clinics, SHINE Counseling, Durable Medical Equipment loans and Guided Meditation.

Nutritional Support: Meals on Wheels, Breakfast Options, Congregate Lunches, Special Event Fare, assistance with applications and access to food pantries and the Supplemental Nutritional Assistance Program.

Recreational and Socialization Programs: Bingo, Wii Bowling, Game Day, Coloring, Mahjong, Cribbage, Knitting and Crocheting, Free Wifi, Pool and the Men's Club.

Educational Programs: Book Club, Library, French Lessons, Peer Writing, Computer Classes, Art Display, Quarterly "Lunch and Learn" for Staff and Volunteers and Inter-Generational Programming.

Outreach Services: Home Visits, Office Consultations to provide Application Assistance, Advocacy, Case Management, Crisis Intervention, Family Support, Links to Programs and Services, Well-Being Checks and Assessments.

Transportation: COA/ MART Accessible Vans operate daily Monday through Friday for individual transportation and group excursions. Van 1 is in service 40 hours per week; van 2 is in service 20 hours per week. Van drivers' salaries are reimbursed to Town through MART.

Newsletter: 12 page color publication for events, topics of interest and resource information is mailed to 1500 senior households 10 times per year with online access at www.sterling-ma.gov/seniorcenter. Newsletter is largely funded by advertisements and a grant from the Executive Office of Elder Affairs.

Volunteer Opportunities: Many senior participants are also volunteers. Front Desk is entirely staffed through volunteers. Kitchen and dining room are staffed with volunteers and one part-time 15 hour-per-week Meal Site Manager. Most programs, other than specialized exercise programs, are facilitated by volunteers.

Supplemental Programming: Veteran Service Office hours; Programming with Community Resources such as Fire, Police, Sheriff's Department, Executive Office of Elder Affairs; Special Event Programming.

My Senior Center Statistics - Current Fiscal Year (as of 3/31/17)

Activity Type	Duplicated	Unduplicated
Events	11451	551
Services	942	203
Volunteers	2046	64
Total Seniors Served	14439	641

Age Range	Count	Percent
Ages 55-59	22	3.4%
Ages 60-64	68	10.6%

Ages 65-69	130	20.2%
Ages 70-74	136	21.1%
Ages 75-79	104	16.1%
Ages 80-84	73	11.3%
Ages Below 55	20	3.1%
Ages Over 85	88	13.7%
Unknown	3	0.5%
Totals	644	100%

Gender	Count	Percent
	6	0.9%
Female	462	72.1%
Male	173	27.0%
Totals	641	100%

Statistics currently not available for:

Income

Health status – physical and cognitive

COA Board Meeting April 13, 2017

OUTREACH STATS MARCH 2017

Services provided between 03/01/2017 and 03/31/2017

Category	Duplicated	Unduplicated
Application Assistance	8	6
Assessment/Well check	27	20
Case Management/Advocacy	18	14
Client finding/Outreach	1	1
DME Medical equipment/loan	1	1
Family Support	5	4
General Information/Referral	27	22
Inter-generational program	13	13
Isolation Intervention	10	4
Nutritional support	20	12
Totals	130	66

OUTREACH STATS MARCH 2017

Services provided between 03/01/2017 and 03/31/2017

Interaction	Duplicated	Unduplicated
Home Consultation	28	21
mail/letter/card	1	1
Office Consultation	16	14
Phone Consultation	85	53
Totals	130	66