

Voted on June 8, 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, May 11, 2017 at 5:30 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
Charlie Madden, Member
Debbie MacLennan, Member
Liz Pape, Treasurer

Veronica Buckley, Director

Maureen Cranson, Building Committee
Dick Maki, Building Committee

ABSENT

Angie Richard, Associate

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

The volunteer hours seem low. Liz suggested that it is very important to ensure that we put in ALL volunteer hours.

4. Building Committee – Maureen said that slit seeding will be done at the front of the Senior Center; maple trees will be planted near the planter boxes; and LED lights will be installed outside. The inside lights will be eventually changes to LEDs. HVAC system is still being worked on. Too many bugs are getting into the building if the doors are open in the exercise rooms – please leave them closed.

5. Public Session –

- 1) Weymouth Whitney spoke about putting in a raised garden bed behind the shed. He would provide the materials, and build it (8' long x 3 1/2' wide, 20" high). He stated that dirt will be needed. Kevin said that he would provide the loam. This will help the Board understand the level of interest of gardening by seniors visiting the center.

Mary made a motion to let the present garden beds remain as they are, and that Whitney could build a raised garden bed behind the shed, and provide the materials; Charlie seconded; all in favor.

- 2) Dick Maki stated that the teachers said "thank you" to the volunteers who helped at the art and music show at the Artists' Reception of Houghton Chocksett Middle Schools. Teachers appreciated displaying the kids' artwork in a different venue.

6. Unfinished Business -

- 1) **September Yard Sale** – Barbara sent a letter to the BOS requesting permission to utilize the space in front of the Butterick Building, including the basement, on September 16th - the date of the town-wide yard sale. The BOS sent Barbara a request form, she filled it out and returned it. A positive answer was received.
- 2) **BBQ Committee Plans** – The BBQ's at the senior center will be held on June 15th, July 20th, (rain or shine) and possibly August 17th. The June 15th BBQ will be a HELLO SUMMER BBQ. Simpson family is sponsoring the BBQ. Tickets will be sold and there will be a \$5 charge per person. Everyone on the Board should attend. Charlie suggested that tickets for the July 20th BBQ be sold at the June 15th BBQ. Debbie is making a gift basket to raffle off.

7. New Business –

- 1) **Survey** – Liz discussed the survey results. A lot of hard work went into this report. Thank you, Liz.

Nominating Committee – Barbara briefly discussed the Nominating Committee's procedures. Kevin suggested that we eliminate the committee, and that all nominations will come from the floor. Elections will be held immediately following the completion of nominations.

Kevin made a motion to do away with the present Nominating Committee as of 2017, and voting will take place in August; Charlie seconded; all in favor.

- 2) **Rich Lane – Building Usage** – Rich Lane, Program Director for Y.A.H.O.O.. – He gave a brief talk concerning the usage of the senior center. He was taken aback when he called the senior center and was told that the senior center was booked on May 13th, and since Y.A.H.O.O.. is a town program for seniors, he believed that the usage for Town activities is "Plan A". Liz asked what we could do to work this out. He suggested that if the Board rents the building, (especially for long term usage), we should include language in our usage agreement policy stating that we might ask renters to accommodate Town meetings, and that Town meetings and/or activities should have preference.

8. Upcoming Events –

- 1) **Mother's Day Tea** – Sue & Barbara – everything is all set. Liz suggested that maybe next year we can give the mothers a corsage.
- 2) **Ken Day's 100th birthday luncheon** – Thursday, May 18th at 11:30 a.m. Need volunteers.

9. Future Topics – Town priority for rental usage, survey results, BBQ, yard sale.

10. **Director's Report** – Veronica briefly stated that the two articles passed: Senior Center Facilities Supervisor and Facilities Maintenance Technician. The Ukulele Club will be singing at Ken Day's birthday party. She distributed the list of June's events.

Barbara stated that we need to meet every single month starting in July. Liz would like Veronica to discuss how she is working toward meeting her CY17 goals at the July meeting.

Veronica discussed committees; i.e., program, marketing, decorating, and art committees that should be established. There is value in creating various committees because we will bring in new talent. We can obtain more volunteers/resources and they can share in some of the work of the director and the Board. Barbara suggested that this is where you get work done. Bob filled in as a receptionist and stated that it would be nice if instructor would give a head count to the receptionist. This is easier said than done because it is not always done.

Bob advised the Board that he will generate e-mails to attendees of the Dull Men's Club. This may include the speaker's name and topics. Everyone present wrote down their emails. He believes he can proceed per operating guidelines.

11. Chair's Comments – Nothing discussed.

12. Next Meeting - The next Board Meeting will be held on Thursday, **June 8, 2017 at 5:30 p.m.**

13. Adjournment – A motion to adjourn the meeting was made by Bob at 7:35 p.m.; seconded by Charlie; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments – 5

Council on Aging Treasurer's Report
CoA Board Meeting May 11, 2017

FY17 July 1, 2016- Apr 21, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123, 933.00	\$92,339.17	\$ 31,593.83	<i>Did Not Calculate(DNC)</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	\$ 9,628.45	\$ 6,421.55	<i>DNC</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	\$ 17,964.23	\$ 13,035.77	<i>DNC</i>

Other Accounts

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 1349.19	\$ 0	\$ 1349.19
24000-	Revolving funds	\$11,552.29	\$13,609.00	\$10,164.44	\$ 14,996.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 1,605.00	\$ 4,802.00	\$ 12,232.57
26011-	Formula One Grant	\$ 0.54	\$15,826.06	\$13,102.63 \$163.70 enc.	\$ 2,560.27

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

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period April 1-30, 2017
May 11, 2017

- Volunteer Hours: 1012.30
 - Admin/computer: 59.0
 - Bakers: 17
 - Meal Site: 269
 - Meals on Wheels: 55
 - Office Coverage: 95* (* very low – I suspect some receptionists are not checking in)
 - Pancake breakfast: 30

- My volunteer hours for April: 42.5 hours

Respectfully submitted,
Liz R. Pape

Sterling Senior Center Survey Spring 2017

Who are the Respondents? **Half of the respondents are in their 70s, very heavily skewed toward females.**

- Total respondents: 75 (4% of Sterling seniors; per October 2016 census, 2135 Sterling residents are over 60)
- By age:
 - < 60: 1 (1%)
 - 60-64: 11 (15%)
 - 65-69: 13 (18%)
 - 70-74: 22 (30%)
 - 75-79: 15 (20%)
 - 80+: 12 (16%)
- By gender:
 - Males: 18 (27%) vs 47% Sterling seniors are male
 - Females: 49 (73%) vs 53% Sterling seniors are female

How often do they visit? **2/3 visit at least weekly. Work is leading cause for not visiting, followed by nothing of interest to me**

- Never: 11 (15%)
- Monthly: 14 (19%)
- Weekly: 17 (24%)
- Several x/ month: 30 (42%)

Are they satisfied with existing programs and activities?

We have high levels of **very satisfied** respondents with **high levels of use (50%+)** for the following:

<u>Program/Activity</u>	<u>Very Satisfied</u> <u>%</u>	<u>Use %</u>	<u>#</u> <u>respondents</u>
Exercise	78%	64%	36
Newsletter	77%	87%	53
Special lunches	77%	56%	30
Special events	61%	53%	28

We have high levels of **very satisfied** respondents with **mid-levels of use (30-49%)** for the following:

<u>Program/Activity</u>	<u>Very Satisfied</u> %	<u>Use %</u>	<u>#</u> <u>respondents</u>
Morning coffee	63%/4% NS	43%	24
Lunch	52%	45%	25
Game programs	50%/6% NS	35%	18
SHINE	64%	30%	14

We have high levels of **very satisfied** respondents with **low levels of use (<30%)** for the following:

<u>Program/Activity</u>	<u>Very Satisfied</u> %	<u>Use %</u>	<u>#</u> <u>respondents</u>
Outreach	82%	22%	11
Health services	77%	25%	13
Book Club	60%	10%	5

What/how can we improve?

Exercise: They want more!

- Exercise equipment would be great!
- ✓ balance class
- add a karate class.
- it's the best
- would like some exercise classes on Monday on other days
- can we have a zumba gold, 10:30 Wednesday?
- Tai Chi is fabulous
- another Tai Chi or gentle yoga spot during the week
- ✓ perhaps initiate a walking group
- ✓ walking
- would like more (every day)
- ✓ walking group.

Meals/Food: More variety, more home-cooked

- MOC meals sometimes are not great
- veggies instead of rice
- more fresh fruit, healthier food during coffee time
- more home-cooked meals
- give meal site director more hours or hire assistant
- occasional vegetarian options
- food is bland
- I like a lot of fresh fruit and fresh vegetables all in line with the registered dietitian
- more "home-cooked" meals

Special Events: more variety

- Have more after hours. Both still working.
- Authors, Ted Rhinstein
- day trips to Boston, eg Isabella Stewart Gardiner Museum, a play, North End (lunch and Freedom Trail), Foxwoods, Hanover Theater.
- Nature-related topics
- Bereavement support group - at least books on the subject in library
- art appreciation class, music appreciation class
- a line dance with upbeat music
- Sports parties: opening day Red Sox party.

What about evening events?

- 59 respondents (79% of total survey respondents)
- 61% would like evening events
- Events by rank
 - Artist reception (17)
 - Demo: cooking (16)
 - Info talk: wellness (15)
 - Info talk: medicare/Medicaid/insurance (15)
 - Info talk: nutrition (14)
 - Potluck dinner (12)
 - Info talk: finances (10)
 - Info talk: wills and trusts (10)
 - Info talk: retirement planning (9)
 - Demo: craft (9)
 - Other (9):
 - history of Sterling. Check Clinton HS - history of the dam and Wachusett Reservoir
 - How to use spices in food prep
 - general interest programs Try 7-8:30
 - lectures on nature, history
 - historical presentations ie interpreters
 - music program, entertaining speakers
 - an exercise class on Wed evening
 - Yoga at 6 pm

COA Board Meeting May 11, 2017**Director's Report for April 2017****My Senior Center Report****Event Statistics from 4/1/17 – 4/30/17**

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	28	17	0
Congregate Meals	319	79	2
Fitness/Exercise	358	111	59
Food	69	42	0
Health Screening	15	13	0
Information Sharing	15	9	0
Recreation	37	24	0
Social Event	490	112	0
Total Event Signins	1331	251	61

Comparative Event Statistics from 4/1/16 – 4/30/16

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	21	16	0
Congregate Meals	157	24	0
Fitness/Exercise	174	59	5
Food	29	17	0
Information Sharing	68	22	0
Recreation	6	5	0
Social Event	179	35	0
Total Event Signins	634	125	5

VAN REPORT March 2017

Van 1 29 Riders	240 trips	1509 miles
Van 2 13 Riders	78 trips	690 miles

KITCHEN REPORT April 2017

# MOC Meals Served	228 or 16 per day
# Home Cooked or other	154 or 39 per day
# Pancake Breakfast	97

Comparative March 2017

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

CoA Mtg – May 11, 2017

OUTREACH STATS APRIL 2017

Services provided between 04/01/2017 and 04/30/2017

Category	Duplicated	Unduplicated
Application Assistance	9	7
Assessment/Well check	25	21
Case Management/Advocacy	26	18
Crisis Intervention/Support	2	2
DME Medical equipment/loan	2	2
Family Support	7	7
Friendly visiting	9	5
General Information/Referral	14	14
Inter-generational program	23	20
Isolation Intervention	12	5
Nutritional support	28	14
Totals	157	76

OUTREACH STATS APRIL 2017

Services provided between 04/01/2017 and 04/30/2017

Interaction	Duplicated	Unduplicated
email	3	3
Home Consultation	27	16
Office Consultation	21	20
Phone Consultation	106	67
Totals	157	76