

**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, March 9, 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  
Liz Pape, Treasurer  
Angie Richard, Associate

Veronica Buckley, Director

Dick Maki, Building Committee

**ABSENT**

Charlie Madden, Member  
Debbie MacLennan, Member

- 3. Review/Approve Minutes and All Monthly Reports** – Kevin made a motion to approve the February 21, 2017 Minutes and the month end February Reports as presented; Mary seconded; Connie abstained; all in favor.
- 4. Building Committee** – Dick met with the fire chief regarding getting a generator for the Senior Center which can be used as an emergency shelter. Have been looking into purchasing shades for the parking lot side of the building – cost could run more than \$300 each. Dick reminded everyone that the Taste of Sterling will be held on Sunday, March 19<sup>th</sup>. The HVAC system will be looked at by **DE Corp. of Leominster**, and then will give us a bid.
- 5. Public Session** – No public session.
- 6. Unfinished Business -**
- 1) **September Yard Sale** – Barbara will ask Pam Dell when the Town Yard Sale will be held. She will also ask her to give a brief talk at the April 13<sup>th</sup> Board Meeting to explain the pros and cons of having a pancake breakfast at the center the date of the yard sale. If we do this, we might charge a fee of \$5. We must also talk with First Church to be placed on their map.
- Barbara spoke with Lisa at Lilac's regarding creating your own Easter centerpiece on April 12<sup>th</sup>. After a brief discussion, Liz suggested that we tell Lisa we will charge \$10 per person, and she should take charge and pay for containers and flowers knowing that she will receive \$10 per attendee. . Mary made a motion that Barbara talk with Lisa, and confirm that \$10 per person is acceptable, Connie seconded; all in favor.
- 2) **Taste of Sterling** – The Senior Center will have a table at the Taste of Sterling. Melissa is chairing this.
- 3) **Member Report** – There were no member reports.
- 7. New Business** – Joanne Cummings of the Recreation Department was a no call/no show. No new business was conducted. Deb was on the agenda to speak about the reorganization of the pot luck dinners. But, she called in sick and briefed Veronica. She suggested that we take a step back until we understand a

way of getting new seniors and younger seniors to attend. Mary suggested that we discontinue the potlucks for now, use the outdoor grill in June and July. It was also suggested we could have BBQ cook outs serving hamburgers and hot dogs, salad and chip, dessert and drinks. If we do this we need sign-up sheets and the cost would be \$5 per person. Deb will be the Chairperson, Bob and Kevin as co-chairs. A motion was made by Liz to hold BBQ cook outs on the 3<sup>rd</sup> Thursdays of June and July from 6-8 p.m., and charge \$5 per person; Mary seconded; all in favor.

#### **8. Upcoming Events –**

- 1) **March 16<sup>th</sup> at 11:30 a.m.** - St. Patrick's Celebration luncheon. So far, 90 people signed up. The Irish Step Dancers will perform at 12:30 p.m.
- 2) **March 22<sup>nd</sup> - Newcomers Welcome Lunch** – Veronica stated that she would like Board members to attend the luncheon, introduce themselves and mingle with newcomers.
- 3) **March 29<sup>th</sup>** – Sterling Fire Chief, David Hurlbut, will speak about the Sterling Fire Department and give us safety tips.

#### **9. Future Topics** – Joanne Cummings of the Recreation Department; Growing Places Presentation; Survey Results; Pam Dell's presentation; Lilac's follow-up; Meeting User's Agreement changes; Veronica's goals; and April 26<sup>th</sup> Chinese Buffet Anniversary Luncheon.

#### **10. Director's Report** – Veronica stated as follows:

- We are looking for volunteer dish washers for 1-2 hours.
- She spoke with Andrea Driscoll of the Sterling Cultural Council regarding the hiring of Roger Ticknell. The council will check with us, in the future, prior to making a commitment.
- Barbara O'Connor is taking over the baking coordination for future events.
- She reached out to Monty Tech to find out if they would be willing to partner with us for lunches. This will not work due to their program having their own meal site and students being more interested in interning at restaurants.
- The usage policy was reviewed as the Grange and a private CPR company are seeking information regarding usage fees. Veronica recommended charging the Grange \$50/hr for their meeting, and charging Save Each Life (CPR) \$75 per event, even if the event goes over three hours.
- She attended the FinCom meeting on Saturday, March 4<sup>th</sup> to review the CoA's budget request. FinCom suggested that the request for CoA laptops be removed from budget request. This was done and resubmitted.
- She quickly went through April's upcoming events.
- Oriol Healthcare is offering a 4-week program focusing on mind and body strengthening and balance on Thursdays at 1 p.m. beginning April 13<sup>th</sup>.
- She will outline program goals with CoA Board in April or May.

#### **11. Chair's Comments** – There were no Chair's comments.

#### **12. Next Meeting** - The next Board Meeting will be held on Thursday, **April 13, 2017 at 5:30 p.m.**

#### **13. Adjournment** – A motion to adjourn the meeting was made by Mary at 7:32 p.m.; seconded by Kevin; all in favor.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 5

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

**FY17 July 1, 2016- Feb 23, 2017**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 123, 933.00	\$73,366.17	\$ 50,566.83	<i>\$82,622.00</i>
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	\$ 6,566.77	\$ 9,483.23	<i>\$10,700.00</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	\$ 13,149.42	\$ 17,850.58	<i>\$20,666.67</i>

**Other Accounts**

Account #	Description	FY17 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Sr. Center Usage	\$ 0	\$ 400.00	\$ 0	\$ 400.00
24000-	Revolving funds	\$11,552.29	\$10,640.00	\$6,634.44	\$15,557.85
25003-	CoA Donation/ Gift Account	\$15,429.57	\$ 1,455.00	\$ 4,802.00	\$12,082.57
26011-	Formula One Grant		\$ 0.54	\$11,233.09	\$ (11,232.55)

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

Report to the Sterling Council on Aging  
Senior Center Volunteer Coordinator  
For the period February 1 - 28, 2017  
Mar 9, 2017

- Volunteer Hours: 622.42 total, including:
  - Admin/computer: 51.0
  - Bakers: 12.75
  - Meal Site: 167.5
  - Meals on Wheels: 43.5
  - Office Coverage: 75.5
  - Pancake breakfast: 24.25
- Volunteer Recruitment and Retention
  - Kitchen:
    - Still recruiting kitchen workers, primarily lunch shift

Program	February 2017 Average Attendance
Monday Tai Chi	11.5
Monday Exercise	18.5
Monday Zumba	7
Tuesday Line Dancing	15.5
Tuesday Chair Pilates	9.7
Wed Chair Yoga	10
Thurs Active Yoga	15.3
Friday Guided Meditation	8
Friday Pilates	12

- My volunteer hours for January: 39.5 hours

Respectfully submitted,  
Liz R. Pape

## COA Board Meeting March 9, 2017

## Director's Report for February 2017

My Senior Center Report

## Event Statistics from 2/1/17 – 2/28/17

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	22	14	0
Congregate Meals	270	51	2
Fitness/Exercise	253	94	21
Food	60	34	0
Health Screening	21	21	8
Information Sharing	32	21	0
Recreation	4	3	0
Social Event	392	109	15
Total Event Sign ins	1054	227	46

## Comparative Event Statistics from 2/1/16 – 2/28/16

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	25	16	0
Congregate Meals	119	25	0
Fitness/Exercise	118	48	0
Food	73	58	0
Health Screening	7	7	0
Information Sharing	88	44	0
Recreation	7	4	0
Social Event	164	37	0

<b>Total Event Sign ins</b>	601	158	0
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**VAN REPORT Feb 2017**

**Van 1 24 Riders    254 trips    1230 miles**

**Van 2 21 Riders    67 trips    439 miles**

Please note that these “trips” are per the new MART reporting system

**KITCHEN REPORT Feb 2017**

# MOC Meals Served    170 or 17/day

# Home Cooked or other    178 or 35/day

# Pancake Breakfast    90

Comparative Jan 2017

# MOC Meals Served    249 or 18/day

# Home Cooked or other    120 or 30/day

# Pancake Breakfast    85

Request to rent classroom for CPR training

Request to rent small side of multipurpose room for 2 Saturdays from 9 – 11am for \$100 each

Expectations of COA Board Members

**OUTREACH STATS – CoA Mtg. – March 9, 2017****Services provided between 02/01/2017 and 02/28/2017**

<b>Interaction</b>	<b>Duplicated</b>	<b>Unduplicated</b>
<b>email</b>	5	4
<b>Home Consultation</b>	36	23
<b>Office Consultation</b>	17	15
<b>Phone Consultation</b>	63	43
<b>Totals</b>	<b>121</b>	<b>60</b>

**OUTREACH STATS FEBRUARY 2017****CoA Mtg. – March 9, 2017****Services provided between 02/01/2017 and 02/28/2017**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
<b>Application Assistance</b>	8	6
<b>Assessment/Well check</b>	25	16
<b>Case Management/Advocacy</b>	14	10
<b>DME Medical equipment/loan</b>	2	2
<b>Family Support</b>	6	5
<b>General Information/Referral</b>	12	11
<b>Inter-generational program</b>	26	18
<b>Isolation Intervention</b>	14	6
<b>Nutritional support</b>	14	9
<b>Totals</b>	<b>121</b>	<b>60</b>