

**Voted on November 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 Thursday, October 12, 2017 at 5:30 p.m.

**1. Open Meeting**

**2. Roll Call**

**PRESENT**

Kevin Beaupre, Co-chair  
Bob Bloom, Treasurer  
Nancy Castagna, Member  
Sue Doucette, Secretary  
Barbara Foster, Member  
Debbie MacLennan, Member  
Charlie Madden, Member  
Angie Richard, Associate

Veronica Buckley, Director

Maureen Cranson and Dick Maki, Building Committee

**ABSENT**

Liz Pape, Chair

- 3. Review/Approve Minutes and All Monthly Reports** – Charlie made a motion to approve the September 14, 2017 Minutes as presented; Barbara seconded; one small change was requested – change 2017 in Comparative Stats to 2016; all in favor.
- 4. Building Committee** – Maureen Cranson briefly stated that they were moving forward with getting a generator. The HVAC systems is still being looked into.
- 5. Committee Reports** – Veronica spoke on the November 2<sup>nd</sup> Artist Reception. Deb informed us that all is set for the Pasta Night Dinner on October 18th. Still working on wrapping up the Evening Dinners for the months of January and February 2018. Don Capman represented Liz as chair, for the Marketing Committee. Briefly discussed critical home repair program which helps seniors stay in their homes. Nancy gave a report on the different programs such as “Apple Festival Day”, “Arm Chair Travel”, and a “Storyteller”. For more detail and review, copies of the Arts, Marketing/Communications and Program Committee minutes will be placed at the reception desk.
- 6. Director’s Update** – Veronica stated that the Volunteers’ participation at the Annual Townwide Yard Sale brought in \$362 for the sale of baked goods and coffee. The money was placed in the gift account. She thanked everyone for their donations and help. We had 59 participants for the flu clinic. Thanked Barbara and Sue for their help.
- Veronica discussed the building usage policy. Charlie made a motion to approve to allow the girl scouts to use the Senior Center for a donation, until December 31, 2017, which is subject to change upon review of the usage policy which will take place by the CoA Board; Barbara seconded; all in favor. After further discussion, this topic was tabled until next month.
- 7. Unfinished Business** - Thanksgiving dinner is at noon. The Lowe Family will once again cook a full turkey dinner free of charge on Thanksgiving for seniors who are alone. Please sign up for this dinner. The Lunch Program will move forward with 5 days per week in January.
- 8. Upcoming Events** – Veronica discussed the November upcoming events.

**9. Next Meeting** - The next Board Meeting will be held on Thursday, November 9, 2017 **at 5:30 p.m. Barbara will take the minutes as Sue will be on vacation.**

**10. Adjournment** – A motion to adjourn the meeting was made by Charlie at 7:30 p.m.; seconded by Barbara; all in favor.

Respectfully submitted,

Sue Doucette  
Secretary

Attachments – 3

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

**FY18 July 1, 2017- September 7, 2017**

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800.00	\$ 28,093.24	\$ 105,706.76	<i>Not calculated (NC)</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 0.00	\$ 400.00	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 58.95	\$ 4,241.05	
01541-57000	CoA Expense	\$16,050.00	\$ 2,786.81	\$ 13,263.19	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 3,852.09	\$ 12082.91	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00		\$ 15,065.00	

**Other Accounts**

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$12,572.85	\$0.00	\$ 1768.30	\$ 10,804.55
25003-	CoA Donation/ Gift Account	\$ 12,232.57	\$ 0.00	\$ 0.00	\$ 12,232.57
26011-	Formula One Grant	\$ 0.00	\$0.00	\$ 5,212.29	\$ (5,212.29)

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1599.19	\$ 0.00	\$ 250	\$ 1,349.19

**Respectfully Submitted,  
Bob Bloom, Treasurer**

**COA Board Meeting October 12, 2017**

**Director's Report for September 2017**

**My Senior Center Report 9/1/17 – 9/30/17**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60 and Over Guests</b>	<b>Under 60 Guests</b>
<b>Community Education</b>	37	34	0	0
<b>Congregate Meals</b>	390	68	11	0
<b>Fitness/Exercise</b>	489	155	24	0
<b>Food</b>	98	46	0	0
<b>Health Screening</b>	67	62	13	0
<b>Information Sharing</b>	31	21	0	0
<b>Recreation</b>	62	35	60	0
<b>Social Event</b>	460	112	7	0
<b>Total Event Signins</b>	1634	335	115	

**Comparative stats from 9/1/16 – 9/30/16**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>60 and Over Guests</b>	<b>Under 60 Guests</b>
<b>Community Education</b>	47	35	0	0
<b>Congregate Meals</b>	167	27	71	0
<b>Fitness/Exercise</b>	378	116	0	0
<b>Food</b>	90	59	0	0
<b>Health Screening</b>	43	41	5	5
<b>Information Sharing</b>	124	35	0	0
<b>Recreation</b>	16	12	0	0
<b>Social Event</b>	436	99	0	0
<b>Total Event Signins</b>	1301	242	76	

**VAN REPORT September 2017**

Van 1	26 Riders	190 trips	1351 miles
Van 2	14 Riders	97 trips	692 miles

**KITCHEN REPORT September 2017**

# MOC Meals Served	146 or 14.6 per day
# Home Cooked or other	185 or 23 per day
# Pancake Breakfast	87

**For Discussion / Director's Update:**

September 2017 – 426 Seniors Active in MSC / 80 per day average

Yard Sale Report

Flu Clinic Report

Girl Scout Building Usage

Holiday Party Budget / Plans

Cultural Grant for 2018

Y Grant

Theme for 2018`

## OUTREACH STATS SEPTEMBER 2017

### CoA Meeting October 12, 2017

Services provided between 09/01/2017 and 09/30/2017

Category	Duplicated	Unduplicated
Application Assistance	21	8
Assessment/Well check	35	25
Case Management/Advocacy	8	7
Crisis Intervention/Support	2	2
DME Medical equipment/loan	12	11
Family Support	22	13
Friendly visiting	16	6
General Information/Referral	18	16
Health Benefit Counseling	1	1
Healthcare service	1	1
Inter-generational program	45	40
Isolation Intervention	9	4
Nutritional support	45	34
<b>Totals</b>	<b>235</b>	<b>111</b>

## OUTREACH STATS SEPTEMBER 2017

Services provided between 09/01/2017 and 09/30/2017

Interaction	Duplicated	Unduplicated
Email	5	3
Home Consultation	48	27
mail/letter/card	1	1
Office Consultation	64	47
Phone Consultation	117	64
Totals	235	111