

Voted on January 11, 2018

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, December 7, 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 arrived @ 5:35 p.m.
Liz Pape, Chair
Angie Richard, Associate

Veronica Buckley, Director
Dick Maki, Building Committee

ABSENT

Charlie Madden, Member

The CoA wishes to thank the BOS for our Christmas gifts.

- 3. Review/Approve Minutes and All Monthly Reports** – Kevin made a motion to approve the November 9th Minutes as amended; Barbara seconded; all in favor (Sue & Bob abstained). **MONTH END NOVEMBER REPORTS** - **Treasurer's**: Kevin made a motion to accept the report, Barbara seconded; all in favor. **Volunteer Coordinator's** – Barbara made a motion to approve the report; Kevin seconded; all in favor. **Director's** – Sue made a motion made to accept the report; Barbara seconded; all in favor.
- 4. Building Committee** – Liz read Maureen Cranston's e-mail indicating that the ice machine is here and Anthony Castagna will install. Dick Maki stated that we should be getting the generator soon; and that they will try to get the base and the generator into the ground; but it all depends on the weather.
- 5. Public Session** – Dick commented on the senior services 60 years old and over. In his opinion, he believes that we should be looking forward to the future; and that we need to find a way to reach the homebound, frail, and younger seniors.
- 6. Committee Reports – Arts** - Dick spoke about the Silk Road Art Guild - Artists Reception to be held on January 4, 2018. **Evening Dinner** - Deb reported that the menu is set for January 24th Evening Dinner. Cost will be \$5.00 per ticket. We will have a Spring Fling in May. **Marketing** – November meeting was cancelled. **Program** – Nancy indicated that there was a meeting in November, and no meeting in December. Matt Sexton met with Veronica and he wants to volunteer at the center. He is currently training dogs for home visits to housebound seniors, and will join the Program Committee. For more detail and review, copies of the Arts, Marketing/Communications and Program Committee minutes will be placed at the reception desk.
- 7. Director's Update** – Veronica briefed us on the upcoming January events. Currently there are 20 participants enrolled in the Greendale YMCA partnership. On January 16, 2018 we will have home-made meals 5 days a week. The \$3.00 donation will remain the same. Veronica also gave an update on her CY2017 goals.

- 8. Unfinished Business** – Liz briefed us on the Holiday Party which will be held on Sunday, December 11th from 1-3 p.m.; and the assignment schedule was reviewed. Roger Tincknell will provide us with entertainment. We expect 75 – 100 people. Liz asked if there were any questions regarding the revised Event/Meeting Usage contracts which were sent out via e-mail. No questions, no vote needed.
- 9. New Business – Board Member Recommendation Vote** – Susan Protano attended the meeting and briefly spoke about her reasons why she wanted to become a CoA member. Kevin made a motion to recommend Susan Protano to the BOS, as a COA Member, to fill Mary Higgins term which will end June 30, 2019; Barbara seconded; all in favor.
- 10. Next Meeting** - The next Board Meeting will be held on Thursday, **January 11, 2018 at 5:30 p.m.**
- 11. Adjournment** – A motion to adjourn the meeting was made by Barbara at 7:42 p.m.; seconded by Kevin; all in favor.

Respectfully submitted,

Sue Doucette
Secretary

Attachments – 5

Council on Aging Treasurer's Report
CoA Board Meeting December 7, 2017
(As of November 16, 2017)

FY18 July 1, 2017- September 7, 2017

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 137,880.96	\$ 48,893.22	\$ 88,987.74	<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	\$ 167.87	\$ 4,132.13	
01541-57000	CoA Expense	\$16,050.00	\$ 4,373.23	\$ 11,676.77	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 5,294.62	\$ 10,640.38	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00	5,258.16	\$ 9,806.84	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$12,572.85	\$8,330.00	\$ 5,872.25	\$ 15,030.60
25003-	CoA Donation/ Gift Account	\$ 12,232.57	\$ 902.00	\$ 271.98	\$ 12,862.59
26011-	Formula Grant	\$ 0.00	\$0.00	\$ 8,763.13	\$ (8,763.13)

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1599.19	\$ 175.00	\$ 0.00	\$ 1,774.19

**Respectfully Submitted,
Bob Bloom, Treasurer**

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period November 1-30, 2017
December 7, 2017

- Total Volunteer Hours: 681.05
 - Admin/computer: 20.25
 - Committee: 14.50
 - Meal Site: 234.55
 - Meals on Wheels: 26.50
 - Office Coverage: 113.50
 - Pancake breakfast: 44.50

- My volunteer hours for November: 27.25 hours

Respectfully submitted,
Liz R. Pape

COA Board Meeting December 7, 2017

Director's Report for November 2017

My Senior Center Report 11/1/17 – 11/30/17

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	9	8	0	0
Congregate Meals	411	108	34	0
Fitness/Exercise	451	144	30	0
Food	75	33	0	0
Health Screening	28	25	6	0
Information Sharing	61	48	5	0
Recreation	68	33	6	0
Social Event	417	117	0	0
Total Event Signins	1520	340	81	0

Comparative stats from 11/1/16 – 11/30/16

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community Education	29	18	0	0
Congregate Meals	218	31	107	0
Fitness/Exercise	428	126	36	0
Food	45	30	58	0
Health Screening	7	7	20	1
Information Sharing	122	49	0	0
Recreation	18	15	17	0
Social Event	414	84	2	0
Total Event Signins	1281	240	240	1

VAN REPORT November 2017

Van 1	38 Riders	230 trips	1702 miles
Van 2	15 Riders	78 trips	650 miles

KITCHEN REPORT November 2017

# MOC Meals Served	131 or 15 per day
# Home Cooked or other	243 or 27 per day
# Pancake Breakfast	70

For Discussion / Director's Update:

Report on November Special Events – Artist's Reception, Veteran's Lunch, Thanksgiving Dinner, Lilac's workshop
Upcoming Events
2017 Accomplishment to Goals
Meal Program for 2018

OUTREACH STATISTICS November 2017

Services provided between 11/01/2017 and 11/30/2017

Category	Duplicated	Unduplicated
Application Assistance	29	15
Assessment/Well check	38	34
Case Management/Advocacy	22	8
DME Medical equipment/loan	10	7
Family Support	11	8
Friendly visiting	4	4
General Information/Referral	21	16
Health Benefit Counseling	2	2
Inter-generational program	20	17
Isolation Intervention	5	3
Nutritional support	40	30
Totals	202	99

OUTREACH STATISTICS November 2017

Services provided between 11/01/2017 and 11/30/2017

Interaction	Duplicated	Unduplicated
email	9	9
Home Consultation	55	37
Office Consultation	33	27
Phone Consultation	105	60
Totals	202	99

CY 2017 Achievement to Goals
December 2017
Director's Report

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

Diversify programming

Develop and schedule minimum of one educational series

3 part CPR, first aid program with SFD

Info / Ed sessions – Brown Bag Pharmacy, RMV HC placard info, Mass Comm for the Blind, Caption Phones, Understanding Reverse Mortgages, History of Sterling and Clinton Dam, Appalachian Trail, Forensic Science Road Show, Alzheimer's Association, Medicare 101, MOC's Nutrition Program

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

Art Workshop; Painting with Acrylics.

Make & Takes – Moravian Stars, Thanksgiving Centerpieces, Card Making Workshop, Christmas Centerpieces

Cook Offs – Zucchini Cook Off, Apple Bake Off

Develop and regularly schedule minimum of one music series

Ukulele Club, Harmonica Class, Upcoming Melody Mixers

Develop and schedule minimum of one outside program series

Outside of the walls of the Senior Center – The Y, Pickle Ball

Develop and schedule minimum of one program targeting male participation

The Y, Classic Car Evening, Evening Dinners, Veteran's Lunch, Pickle Ball

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

Stepping Out Program, Senior Strong

Create home-cooked lunch program of 3 days per week

Two days per week, Schedule for 5 days per week starting Jan 16th

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

Two committees, Associate roles on the Board, Removing non-essential duties from existing positions – food pantry, friendly visiting, grocery shopping

Better communicate existing and new programs

Expand newsletter to 12 issues / year

Done!

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

“Reaching out to our community”

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

Monday Meditation, Joint promotion of programs

Develop and regularly schedule a joint program with Recreation Dept

Housing the Cribbage Sessions; Pickle Ball

Measure of Success: 15% increase in total seniors served (unduplicated count) from CY16 to CY17

Unduplicated count for 2016 = 637; Unduplicated count for 2017 to date = 892

40% increase

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

Establish a Friendly Visitor Program

Guidelines established, program ongoing

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

Client finding – cards offering home visits placed into the birthday cards, printout senior census matched up against our MSC reports, volunteers to deliver food pantry and MOW

Measure of Success: 10 elders paired with friendly visitor volunteers

8 pairs of elders / volunteers actively meeting