

Voted on as amended April 12, 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, March 8, 2018 at 5:30 p.m.

1. Open Meeting

2. Roll Call

PRESENT

Kevin Beaupre, Vice Chair
Bob Bloom, Treasurer
Nancy Castagna, Member
Sue Doucette, Secretary
Barbara Foster, Member arrived @ 5:48 p.m.
Debbie MacLennan, Member
Liz Pape, Chair
Sue Protano, Member

Veronica Buckley, Director
Dick Maki, Building Committee

ABSENT

Charlie Madden, Member
Angie Richard, Associate

- 3. Review/Approve Minutes and All Monthly Reports** – Sue Protano made a motion to approve the February 8, 2018 Minutes as modified; Kevin Beaupre seconded; all present in favor. **MONTH END FEBRUARY REPORTS - Treasurer's Report:** Barbara Foster made a motion to approve the Treasurer's Report, Deb MacLennan seconded; all in favor. **Volunteer Coordinator's Report** – Sue Doucette made a motion to approve the Volunteer Coordinator's Report; Barbara Foster seconded; all in favor. **Director's Report** – Bob Bloom made a motion to accept the Director's Report; Kevin Beaupre seconded; all in favor.
- 4. Building Committee Update** – Dick Maki stated they are working on the floor in the multi-purpose room because of on-going issues.
- 5. Public Session** – Dick Maki is in contact with Enterprise (Andrew Duncan) and asked if the COA Board is aware that they are offering to be on the boards of non-profits. Liz Pape and Veronica Buckley are on it. Veronica said that Weymouth Whitney voiced his concern to her about the MOC lunches.
- 6. Committee Reports - Arts Committee** - Dick Maki said that the Artist's Reception for Peter Christoph went well. A total of 25 people attended. Raving comments were received. The school children will be presenting their artwork on May 3rd. **Evening Dinner Committee** - Deb MacLennan reported that the Dinner on February 28th went very well. A total of 39 tickets were sold, and the feedback was very positive. The Spring Fling will be held on Saturday, May 5th from 6:00 – 9:00 p.m. Tickets are \$10 each. Event is sponsored by Greg Aubin Trucking. **Marketing Committee** – Liz Pape said that the Sterling Senior Center Facebook page is transitioning to Meg Chase. Other discussions included: review of logo, tagline; ongoing activities, and the Sterling Senior Center town webpage. **Program Committee** – Nancy Castagna reported that there have been discussions on ideas for 6-8 week programs or workshops to be held in the April to June timeframe.
- 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 – Upcoming Events** – Bob Bloom said that Sterling Rare Coin will speak about early American currency and coinage at the Dull Men's Club on April 3rd. Veronica Buckley spoke about the upcoming April upcoming events such as the Acrylic Painting on April 5th, a Take Charge Series and Golf Fitness series will begin in April, the Sheriff's Luncheon on April 11th, and the SMLD lunch on April 26th. Further, the Mother's Day tea will be held on May 11th, and the Volunteer Appreciation luncheon will be held in May.

8. **New Business – (a) Senior Center Logo** – Bob Bloom made a motion to approve new Sterling Senior Center Logo, tagline & other graphic designs presented at the February 8th CoA Board Meeting for use by the Director; seconded by Barbara Foster; all in favor. **(b) Senior Center Hours** – Bob Bloom made a motion to revise the Sterling Senior Center hours of operation to: Monday-Wednesday, 8:00 a.m. – 4:00 p.m.; Thursday – 8:00 a.m. – 6:00 p.m.; Friday – 8:00 a.m. – 12:30 p.m.; seconded by Sue Protano; all in favor. **(c) Discussion of COA Board policies and procedures and Senior Center policies and procedures**- Liz discussed the need to update Board and Senior Center policies and procedures. She will send an outline of recommended policies to the Board in preparation for discussion at the next Board meeting. **(d) Input to Sterling Master Plan**- Liz Pape briefly discussed the input she received for the Town Master Plan. Next step is to have some focus group meetings at the Senior Center to obtain additional feedback. **(e) Dining Area offerings discussion** –Veronica suggested purchasing a small glass door refrigerator for the dining area, which would be stocked with yogurt, fruit drinks and fruits, to encourage seniors, especially those who attend exercise classes, to stay at the Center and participate in healthy snacks. Board liked the idea and also suggested placing a donation box near the refrigerator to encourage people to contribute. Veronica does not want this to be a “grab-and-go”, which the Board also supports and suggested a sign on the refrigerator to that effect.
9. **Next Meeting** - The next Board Meeting will be held on Thursday, **April 12, 2018 at 5:30 p.m.**
10. **Adjournment** – A motion to adjourn the meeting was made by Bob Bloom at 7:15 p.m.; seconded by Barbara Foster; all in favor.

Respectfully submitted,
Sue Doucette
Secretary

Attachments – 3

Council on Aging Treasurer's Report
CoA Board Meeting, April 12, 2018

FY18 July 1, 2017- March 27, 2018

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800	\$92487.59	\$41,312.41	<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	\$3,202.59	\$1,097.41	
01541-57000	CoA Expense	\$16,050.00	\$ 6,873.49	\$ 9,176.51	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 12,219.32	\$ 3,715.68	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00	\$6,494.22	\$8,570.78	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$17,968.54	\$ 18,613.55	\$ 17,413.09	\$ 19,169.00
25003-	CoA Donation/ Gift Account	\$ 11,937.57	\$ 1,997.00	\$ 271.98	\$ 13,662.59
26011-	Formula Grant	\$ 0.00	\$0.00	\$12,443.53	\$ (12,443.53)

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1599.19	\$ 2,420.00	\$ 0.00	\$ 2,170.00*

**Respectfully Submitted,
Bob Bloom, Treasurer**

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period March 1-31, 2018
April 12, 2018

- Volunteer Hours: 823.14
 - Admin/computer: 21
 - Committee Work: 15
 - Meal Site: 228.58
 - Meals on Wheels: 49.5
 - Office Coverage: 213.33
 - Pancake breakfast: 20.55
 - Special luncheons: 110.1

Respectfully submitted,
Liz R. Pape

COA Board Meeting April 12, 2018

Director's Report for March 2018

Event Statistics from 03/01/2018 to 03/31/2018

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community				
Education	51	39	0	0
Congregate Meals	336	90	45	0
Fitness/Exercise	417	144	14	0
Food	123	75	22	0
Health Screening	10	10	0	0
Information Sharing	58	30	0	0
Recreation	50	21	0	0
Social Event	521	133	4	0
Total Event Signins	1566	332	85	0

Event Statistics from 03/01/2017 to 03/31/2017

Category	Duplicated	Unduplicated	60 and Over Guests	Under 60 Guests
Community				
Education	33	18	0	0
Congregate Meals	380	79	41	0
Fitness/Exercise	413	108	31	0
Food	70	35	0	0
Health Screening	15	14	0	0
Information Sharing	27	20	0	0
Recreation	30	26	91	0
Social Event	575	142	111	0
Total Event Signins	1543	262	274	0

VAN REPORT March 2018

Van 1 30 Riders	163 trips	1141 miles
Van 2 17 Riders	103 trips	672 miles

KITCHEN REPORT March 2018

# congregat lunch	392 or 21.7 per day
# Pancake Breakfast	91

OUTREACH STATISTICS MARCH 2018

Services provided between 03/01/2018 and 03/31/2018

Interaction	Duplicated	Unduplicated
email	6	6
Home Consultation	25	24
Office Consultation	30	28
Phone Consultation	104	73
Totals	165	112

This month **18 seniors NEW to the senior center** (in the past 6 months) over the age of 80 were contacted and of those 18 seniors, 12 will continue services. The rest will be contacted for check in every 6 months.

OUTREACH STATISTICS MARCH 2018

Services provided between 03/01/2018 and 03/31/2018

Category	Duplicated	Unduplicated
Application Assistance	4	4
Assessment/Well check	46	40
Case Management/Advocacy	24	19
DME Medical equipment/loan	3	3
Family Support	6	6
Friendly visiting	7	6
General Information/Referral	20	20
Inter-generational program	36	35
Isolation Intervention	3	3
Nutritional support	16	12
Totals	165	112