

Voted on May 10, 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, April 12, 2018 at 5:33 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
Debbie MacLennan, Member
Charlie Madden, Member
Liz Pape, Chair
Sue Protano, Member

Veronica Buckley, Director
Dick Maki, Building Committee

ABSENT

Angie Richard, Associate

- 3. Review/Approve Minutes and All Monthly Reports** – Kevin Beaupre made a motion to approve the March 8, 2018 Minutes as modified; Sue Doucette seconded; (Charlie Madden abstained); all in favor. **MONTH END MARCH REPORTS - Treasurer's Report:** Sue Doucette made a motion to approve the Treasurer's Report, Barbara Foster seconded; all in favor. **Volunteer Coordinator's Report** – Barbara Foster made a motion to approve the Volunteer Coordinator's Report; Charlie Madden seconded; all in favor. **Director's Report** – Charlie Madden made a motion to accept the Director's Report; Barbara Foster seconded; all in favor.
- 4. Building Committee Update** – Dick Maki stated that the Building Committee had a meeting to address the HVAC issues. We are waiting for an electrician to get back to us regarding the generator installation. And that the floor tiles in the multi-purpose room is an adhesive problem and is fix-as-you-go for now. FOSS has agreed to purchase/pay for a small glass-front refrigerator which will hold juices, fruits & yogurt; stocking of said refrigerator; to purchase a single door freezer for kitchen use; and pay for any Sterling Senior that signs up for the Senior Dinner Dance at Wachusett.
- 5. Public Session** – No public session was held.
- 6. Committee Reports - Arts Committee** – Veronica Buckley gave a review of upcoming events. Dick Maki is working on coordinating the Artist's Reception featuring the artwork of Houghton Elementary and Chocksett Middle school artists on May 3rd from 6-8:00 p.m. A String Ensemble will perform. **Evening Dinner Committee** - Deb MacLennan said that she needed to set up a meeting with the volunteers for the Spring Fling dinner on Saturday, May 5th from 6:00 – 9:00 p.m. She asked to push the sale of the tickets. It was stated that advertising will be done in newsletter, posters and Source. The menu will consist of ribs & chicken. Tickets are \$10 each and must be purchased before the event. This dinner is sponsored by Greg Aubin Trucking. **Marketing Committee** – Liz Pape said that Emma Bailey's feeds are on the Sterling's Senior Center Facebook page. The May newsletter will include the Senior Center's new logo and tagline. Currently working on the town webpage. **Program Committee** – Nancy Castagna reported that there will be a Program Committee Meeting on April 24th. Discussions regarding several summer programs including a literacy program at the Fitchburg Library; and rides to and from Boston for cancer patients. There will be a Father's Day bar-b-que on Thursday, June 14th.

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** – Veronica Buckley spoke about a few of the upcoming events for May such as the Take Charge educational program series; May 4th new Senior Strong begins; the Artist's Reception on May 3rd; featuring the artwork of Houghton Elementary and Chocksett Middle school artists and several kindness quilts will also be on display; Mother's Day Tea on May 11th; at 1:00 p.m.; and the Volunteer Appreciation Dinner on May 16th from 6-8:00 p.m. to include spouses. And, there will be a Father's Day bar-b-que on Thursday, June 14th.
8. **New Business – (a) Vote to change June COA Board Meeting** – Deb MacLennan made a motion to reschedule the June 14th COA Meeting to **Tuesday, June 12th from 5:30 to 7:30 p.m.**; seconded by Kevin Beaupre; all in favor. **(b) Discussion of COA Board P&P and Senior Center P&P** – After discussion, Kevin Beaupre made a motion to schedule a Special COA Meeting on Monday, April 23rd from 5:30 - 7:00 p.m. to discuss COA Board Policies & Procedures and Senior Center Policies & Procedures, to include Veronica Buckley creating and posting the special meeting; seconded by Bob Bloom; all in favor. **(c) Vote to create Policies Committee** – Kevin Beaupre made a motion to table the Vote to create a Policies Committee until after the special COA Meeting; seconded by Bob Bloom ; all in favor. **(d) Upcoming COA Board vacancies** - Liz Pape mentioned that Sue Doucette, Deb MacLennan and Kevin Beaupre's term date ends June 30, 2018. Deb MacLennan and Kevin Beaupre are renewing; Sue Doucette will not be renewing. **(e) Request for nominees to Montachusett Home Care Corp Board** – If interested, please check with Liz.
9. **Next Meeting** – A special Board Meeting will be held on Monday, **April 23, 2018 at 5:30 p.m.**

The next monthly Board Meeting will be held on Thursday, **May 10, 2018 at 5:30 p.m.**

10. **Adjournment** – A motion to adjourn the meeting was made by Kevin Beaupre at 7:10 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, May 10, 2018

FY18 July 1, 2017- May 03, 2018

Account #	Description	Appropriated	Expended	Balance	<i>Budgeted Monthly Expense</i>
01541-51200	CoA Wages	\$ 133,800	\$104,313.62	\$29,486.38	<i>Not calculated (NC)</i>
01541-53000	CoA Home Care	\$ 400.00	\$ 400.00	\$ 0	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$3,338.33	\$961.67	
01541-57000	CoA Expense	\$16,050.00	\$ 7,999.18	\$ 8,050.82	<i>NC</i>
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 14,074.59	\$ 1,860.41	<i>NC</i>
01540-51200	Facilities Maintenance Technician	\$15,065.00	\$11,919.15	\$3,145.85	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$17,968.54	\$ 21,077.79	\$ 22,180.93	\$ 16,865.40
25003-	CoA Donation/ Gift Account	\$ 11,937.57	\$ 1,997.00	\$ 271.98	\$ 13,662.59
26011-	Formula Grant	\$ 0.00	\$15,627.00	\$13,727.66	\$ 1,899.34

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1,599.19	\$ 3,442.00	\$ 0.00	\$ 5,041.19

**Respectfully Submitted,
Bob Bloom, Treasurer**

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period April 1 - 30, 2018
May 10, 2018 COA Board Meeting

- Volunteer Hours: 797.75
 - Admin/computer: 70.55
 - Committee Work: 14.75
 - Meal Site: 244.25
 - Meals on Wheels: 66
 - Office Coverage: 166.5
 - Pancake breakfast: 37
 - Special luncheons: 2

Respectfully submitted,
Liz R. Pape

COA Board Meeting May 10, 2018

Director's Report for April 2018

Event Statistics from 04/01/2018 to 04/30/2018

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	184	117	7
Congregate Meals	324	55	26
Cultural Event	20	20	0
Fitness/Exercise	512	148	24
Food	113	69	10
Health Screening	21	21	0
Information Sharing	78	51	0
Recreation	65	28	0
Social Event	459	105	0
Total Event Signins	1776	353	67

Event Statistics from 04/01/2017 to 04/30/2017

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	28	17	0
Congregate Meals	383	93	10
Fitness/Exercise	357	111	46
Food	69	42	0
Health Screening	15	13	0
Information Sharing	15	9	0
Recreation	37	24	0
Social Event	490	111	0
Total Event Signins	1394	261	56

VAN REPORT April 2018

Van 1 37 Riders 153 trips 1042 miles
 Van 2 16 Riders 98 trips 671 miles

KITCHEN REPORT April 2018

congregare lunch 455 or 25 per day
 # Pancake Breakfast 57

Additional topics for discussion

Healthy Aging Grant Approval
 Senior Strong
 Outreach Project

OUTREACH STATISTICS APRIL 2018

Services provided between 04/01/2018 and 04/30/2018

Category	Duplicated	Unduplicated
Application Assistance	12	8
Assessment/Well check	58	37
Case Management/Advocacy	9	8
DME Medical equipment/loan	3	3
Family Support	12	12
Friendly visiting	10	6
General Information/Referral	30	27
Health Benefit Counseling	2	2
Inter-generational program	11	10
Isolation Intervention	2	2
Nutritional support	4	3
Totals	153	88

OUTREACH STATISTICS APRIL 2018

Services provided between 04/01/2018 and 04/30/2018

Interaction	Duplicated	Unduplicated
email	5	5
Home Consultation	15	13
mail/letter/card	5	5
Office Consultation	35	26
Phone Consultation	93	60
Totals	153	88

This month 7 seniors NEW to the senior center (in the past 6 months) over the age of 80 were contacted and of those 7 seniors, 5 will continue services and 1 passed away and the 7th one will be contacted in 6 months for follow up.

I was on vacation for a full week and still assisted 88 different seniors/153 contacts at 19.5 hours a week