

Voted on August 9, 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, July 12, 2018 at 5:31 p.m. and Sue Protano recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

1. Open Meeting

2. Roll Call

PRESENT

Kevin Beaupre (2019), Vice Chair
Bob Bloom (2020), Treasurer
Barbara Foster, Member
Charlie Madden (2019), Member
Liz Pape (2020), Chair
Sue Protano (2019), Member

Angie Richard, Associate

Veronica Buckley, Director
Dick Maki, Building Committee
Maureen Cranson, Building Committee

ABSENT

Nancy Castagna (2020), Member
Debbie MacLennan (2021), Member

3. Review/Approve Minutes and All Monthly Reports

Motion by Bloom, Beaupre seconded, to approve previous meeting's minutes

- Minutes from the June 12, 2018 Council on Aging meeting were amended and approved unanimously.

Motion by Bloom, Foster seconded, to approve Treasurer's Report.

- Passed unanimously.

Motion by Protano, Madden seconded, to approve Volunteer Coordinator's Report.

- Passed unanimously.

Motion by Madden, Protano seconded, to approve Director's Report

- Passed unanimously.

4. Building Committee Update

- Maureen Cranson reported on HVAC and floor issues. No resolution yet on HVAC. Floor repairs will be made by floor installer.

5. Public Session

- Dick Maki addressed the COA on the Take-Home Food policy which is under consideration by the COA.

6. Committee Reports

- **Arts Committee** – Dick Maki reported that 40-50 people attended Artist's Reception this past Tuesday. Schedule for artists is full through Feb. 2019
- **Evening Dinner Committee** – no report
- **Marketing Committee** – Liz Pape reported work on the Sterling Senior Center website is ongoing.
- **Program Committee** – no report

For more detail and review, copies of the Arts, Marketing/Communications and Program Committee minutes are available at the reception desk.

7. Director's Update

- **Report on Sterling Senior Center 2018 Goals Progress to date**– Veronica Buckley presented written report on

mid-year progress on the center's 2018 goals. She expressed concern with progress on the Friendly Visitor Program. Other goals are making adequate progress. Discussion ensued.

Motion by Beaupre, Madden seconded, to approve spending \$270 from the Gifts account for Bingo expenses.

- Passed unanimously

Motion by Madden, Beaupre seconded, to approve spending \$150 from the Gifts account for Ukulele Club expenses.

- Passed unanimously

- **Sound System** – Veronica Buckley reported a sound system is being installed through a contribution by FOSS and use of COA expenses account. COA wishes to reflect in these meeting minutes its thanks to FOSS for its generous donation and continuing support of the senior center.
- **Operations Coordinator**, Dorothy Milhofer will start July 23.
- **Recreation Dept** – The Rec Dept will be using the senior center for some of its scheduled classes/activities as the 1835 Town Hall is no longer available.
- **Senior Strong** – FOSS is financially supporting the 3rd offering of the Senior Strong program. Let the minutes reflect the COA's thanks to FOSS for its support of this program.

8. Unfinished Business

Motion by Bloom, Beaupre seconded, to accept COA policies and procedures as revised, with the occupancy numbers to be provided.

- Passed unanimously

9. New Business

Motion by Beaupre, Bloom seconded, to nominate Joe LaGrassa to Board of Selectmen for COA board membership, with term ending June 30, 2021

- Passed unanimously

Motion by Beaupre, Bloom seconded, to reorganize the COA board.

- Passed unanimously

Motion by Beaupre, Bloom seconded, to nominate Liz Pape as Chair of the COA board.

- Passed unanimously

Motion by Pape, Bloom seconded, to nominate Kevin Beaupre as Vice-Chair of the COA board.

- Passed unanimously

Motion by Pape, Beaupre seconded, to nominate Sue Protano as Secretary of the COA board.

- Passed unanimously

Motion by Beaupre, Foster seconded, to nominate Bob Bloom as Treasurer of the COA board.

- Passed unanimously

Age and Dementia Friendly Survey Report – Dick Maki presented the written report to the COA board.

Board member resignation – Barbara Foster announced that she will resign her seat on the COA board, effective immediately, due to circumstances beyond her control. COA board members expressed their thanks to Barbara's many years of service to the COA and to the Sterling Senior Center. Liz Pape expressed her thanks to Barbara for her outstanding support to Liz during her transition to chair of COA. Barbara will be very much missed on the board, and we hope to continue to see her at the senior center.

10. Future Topics – no discussion.

11. Next Meeting – The next monthly Board Meeting will be held on **Thursday, August 9 2018 at 5:30 p.m.**

12. Adjournment

Motion by Pape, Bloom seconded, to adjourn at 7:31 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

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

FY18 July 1, 2017- June 28, 2018

Account #	Description	Appropriated	Expended	Balance	Budgeted Monthly Expense
01541-51200	CoA Wages	\$ 133,800	\$123,731.53	\$10,068.47	<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	\$ 13,565.24	\$ 2,484.76	NC

01540-57000	Sr Ctr Operations	\$15,935.00	\$ 15,935.00	\$ 0.0	NC
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01540-51200	Facilities Maintenance Technician	\$15,065.00	\$14,312.79	\$752.21	
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Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$17,968.54	\$ 27,853.11*	\$ 28,869.13	\$ 16,952.52
			<i>not updated</i>		
25003-	CoA Donation/ Gift Account	\$ 11,937.57	\$ 2754.27	\$ 969.02	\$ 13,722.82
26011-	Formula Grant	\$ 0.00	\$15,627.00	\$ 15,315.37	\$311.63

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1,599.19	\$ 2,790.00*	\$ 1,060.27	\$3,288.92

Bob Bloom, COA Treasurer

✓

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period June 1 - 30, 2018
July 12, 2018 COA Board Meeting

- Volunteer Hours: 774.57
 - Admin/computer: 22.05
 - Committee Work: 5
 - Meal Site: 301.17
 - Meals on Wheels: 70
 - Office Coverage: 194.5
 - Pancake breakfast: 29.55
 - Special dinners: 22

Respectfully submitted,

Liz R. Pape

COA Board Meeting July 12, 2018

Director's Report for June 2018

Event Statistics from 06/01/2018 to 06/30/2018

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	11	11	0
Congregate Meals	417	86	17
Cultural Event	12	12	2
Fitness/Exercise	449	155	25
Food	132	74	28
Health Screening	26	25	2
Information Sharing	40	17	0
Recreation	71	28	0
Social Event	600	194	21
Total Event			
Signins	1758	375	95

Event Statistics from 06/01/2017 to 06/30/2017

Category	Duplicated	Unduplicated	60 and Over Guests
Community			
Education	23	15	0
Congregate Meals	312	72	44
Fitness/Exercise	373	136	22
Food	104	56	0
Health Screening	18	18	4
Information Sharing	31	20	0
Recreation	198	123	29
Social Event	508	110	0
Total Event			
Signins	1567	310	99

VAN REPORT June 2018

Van 1 54 Riders 216 trips 1540 miles

Van 2 28 Riders 118 trips 825 miles

End of FY2018: 138 unduplicated riders; 10 required wheelchair; 3207 trips

KITCHEN REPORT June 2018

congregate lunch 441 or 22 per day

Pancake Breakfast 86

Additional topics for discussion

Sound system for multipurpose room

New Hire – Dot Millhofer to start July 23rd ✓

Bingo Supplies from Gift Account 1 ✓

Review Van Report ✓

Need for Meals on Wheels drivers ✓

OUTREACH STATISTICS- JUNE 2018

Services provided between 06/01/2018 and 06/30/2018

Category	Duplicated	Unduplicated
Application Assistance	10	6
Assessment/Well check	24	22
Case Management/Advocacy	9	6
DME Medical equipment/loan	7	7
Family Support	7	7
Friendly visiting	2	2
General Information/Referral	16	15
Health Benefit Counseling	3	3
Inter-generational program	11	9
Isolation Intervention	3	2
Nutritional support	21	13
Totals	113	72

OUTREACH STATISTICS- JUNE 2018

Services provided between 06/01/2018 and 06/30/2018

Interaction	Duplicated	Unduplicated
email	3	3
Home Consultation	25	22
Office Consultation	29	23
Phone Consultation	56	41
Totals	113	72

This month 12 seniors NEW to the senior center (in the past 6 months) were contacted. 3 were over the age of 80. 2 of the 3 seniors over 80 will continue services.

NOTE: This is only 3 weeks of stats for the month of June because I was on vacation for a week.