

Voted on September 13, 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, August 9, 2018 at 5:34 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

ABSENT

All Present

Kevin Beaupre (2019), Vice Chair
Bob Bloom (2020), Treasurer
Nancy Castagna, (2020) Member
Joe Lagrassa, (2021) Member
Deb MacLennan, (2021) Member
Charlie Madden (2019), Member
Liz Pape (2020), Chair
Sue Protano (2019), Secretary

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

Dorothy Millhofer, the Operations Coordinator for the Senior Center, was introduced to the COA Board.

3. Review/Approve Minutes and All Monthly Reports For July 12, 2018

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

- Minutes from the July 12, 2018 Council on Aging meeting were approved unanimously.

Motion by Protano, Beaupre, seconded, to approve Treasurer's Report.

- Passed unanimously.

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

- Passed unanimously.

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

- Passed unanimously.

4. Building Committee Update

- Maureen Cranson reported on HVAC. The committee is investigating an installation of a mini-split system, which is initially quoted at approximately \$180,000. There will be another Building Committee Meeting on this matter.
- Floor issues in main room to be looked at by Forbo Mfg. Co. Cost will be for work performed. Supplies will be provided by the manufacturer.

5. Public Session

- No Reporting

6. Committee Reports

- **Arts Committee** – Veronica Buckley reported that Denis Coughlin, our Van Driver will be displaying his paintings September & October.
- **Evening Dinner Committee** – Deb MacLennan reported there will a Ham & Bean Supper, Sept. 20, 2018; and on October 18, 2018, there will be a Pork Roast Oktoberfest evening dinner.
- **Marketing Committee** – Liz Pape reported work on the Sterling Senior Center website is still ongoing. Matt Scannell has worked with Veronica and SLCT to create a welcome video for the site.

- **Program Committee** –Nancy Castagna reported 2 Photography Classes will be beginning in September. Also planned is an Apple-fest-Luncheon, Sholan Farms Tour, more Armchair Travel speakers, and a Halloween Party, Oct. 31st. The Senior Center will become an ALFA satellite classroom beginning in the spring.

For more details and review, copies of the Arts, Marketing/Communications and Program Committee minutes are available at the reception desk along with the Director's and Outreach reports.

7. **Director's Update**

- **Report on Sterling Senior Center 2018 Goals Progress to date**– Veronica Buckley presented written report on Our Events Statistics and how we have increased in all lines of Events and the wonderful turn-out by our seniors. Congregate lunches have increased to approximately 24 per day. July there were 29 seniors that were NEW to the senior center.
On September 7th at 10 am, Veronica will be meeting with Pamela MacLeod, Senior Program Development Associate with the EOEA and James Fuccione, the Senior Director of the Massachusetts Healthy Aging Collaborative. Discussion will focus on steps we would take should we decide to pursue the age and dementia friendly designation. All members of the board, are invited and encouraged to attend.
Veronica discussed the Events for September Artist Reception, Sterling Fair Ukulele Concert and the Skillet Toss. There is a planned community response scheduled to get feedback on The Age & Dementia Friendly Survey Results, on September 18th at 6pm.
Arm Chair Travel "Erie Canal by Boat, presented by our Town Administrator Ross Perry on Sept.20th

Unfinished Business

Ongoing discussion on the Kitchen Guidelines to be discussed further at next Board Meeting.

8. **New Business**

9. **Future Topics** – no discussion.

10. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, September 13, 2018 at 5:30 p.m.**

11. **Adjournment**

Motion by Beaupre, Bloom seconded, to adjourn at 7:45 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

Council on Aging Treasurer's Final Report FY18
CoA Board Meeting , August 9, 2018

FY18 July 1, 2017- June 30, 2018 (Final report July 11, 2018)

Account #	Description	Appropriated	Expended	Balance	Budgeted Monthly Expense
01541-51200	CoA Wages	\$ 133,800	\$123,731.53	\$7,767.19	Not calculated (NC)
01541-53000	CoA Home Care	\$ 400.00	\$ 400.00	\$ 0	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$4,298.33	\$1.67	
01541-57000	CoA Expense	\$16,050.00	\$ 16,049.75	\$ 0.25	NC
01540-57000	Sr Ctr Operations	\$15,935.00	\$ 15,935.00	\$ 0.0	NC
01540-51200	Facilities Maintenance Technician	\$15,065.00	\$14,607.09	\$457.91	

Other Accounts

Account #	Description	FY18 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$17,968.54	\$28,249.11 *	\$ 30,164.66	\$16,052.99
25003-	CoA Donation/ Gift Account	\$ 11,937.57	\$ 2754.27*	\$ 969.02	\$ 13,722.82
26011-	Formula Grant	\$ 0.00	\$15,627.00	\$ 15,627.00	\$0.0

Account #	Description	FY18 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 1,599.19	\$ 4274.00*	\$ 1,377.91	\$4,495.28

*Does not reflect to date value.

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 ✓

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.

Photography Workshops

Everett Heller will hold two workshops in the fall: Advanced Photography on Mondays from 9:00 – 11:00 a.m. and Basic Photography the same day from 2:00 – 3:30 p.m.

Fall Program and Event Ideas:

Second Apple Festival Day

Nancy will speak with Melissa to firm up a date in October. Joe will get the President of the Board to speak about the history and planned future of the Sholan Farms. Looking at dates the first or second week of October.

Halloween Party

This party would tentatively take place on Wednesday, October 31st. Some ideas were a 'spooky' lunch with Halloween baked goods for dessert with attendees wearing costumes.

Trip to Sholan Farms

A 1 to 1 ½ hour wagon ride tour of Sholan farms. Attendees could either pick their own apples or be given a small bag of apples. This event would be free with a maximum of 20 people.

Collectors' Series

A 4 or 8 week program for collectors (coins, cars, trains, etc.) and hobbyists to share their passion with others. Veronica will do a write up in the September newsletter looking for possible presenters.

Sterling's Fire Department

Marie will ask her son-in-law, Tom, to do a program on the history of Sterling's Fire Department

Social Security

Deb suggested bringing in someone to explain when it's best to claim Social Security benefits. Veronica knew of a company called the Visper Group. She will contact them to ask about the possibility of speaking at the SSC.

Therapy Dogs

Joanne Tunnessen has approached the senior center about bringing in her Therapy Certified dog (almost done with required classes.) Matt suggested Joanne do a short video about the benefits of therapy dogs. We could then post it on the center's Facebook page to see if there would be any interest. Veronica said this program may be better suited for our Friendly Visitor Program.

Action items for our September meeting:

- Discussion and updates on fall programming

Our next meeting date is September 5, 2018 at 9:00 a.m.

Meeting closed at 4:30 p.m.