

Voted on November 8, 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, October 11, 2018 at 5:32 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

Sheila Battles, (2021) Member
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

ABSENT

Kevin Beaupre (2019), Vice Chair

Veronica Buckley, Director
Dick Maki, Building Committee

3. Review/Approve Minutes and All Monthly Reports

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

- Minutes from the September 13, 2018 Council on Aging meeting were approved unanimously.

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

- Passed unanimously. Treasurer noted that addition to revenues of \$685 has been made this year.

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

- Passed unanimously.

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

- Passed unanimously.

4. Building Committee Update

Dick Maki reported that the finishing of the Generator is on hold for now. Dick will check on the next Building Committee meeting so Veronica Buckley & Liz Pape can attend. Dick will check with the Chairman and get back to Veronica.

5. Public Session

Dick Maki would like to present information about FOSS at next COA Meeting.

6. Committee Reports

- **Arts Committee** – Dick Maki had no news to report. November Artists' Reception will be The Photography of Dennis Rainville. November 15, 2018 6-8 pm
- **Evening Dinner Committee** – Deb MacLennan reported for the Dinner October 18, 2018, she needs volunteers to help. No Dinners for November & December, will resume in January 2019 with a Spaghetti Supper.
- **Marketing Committee** – Liz Pape reported that the Marketing Committee met in September. They will now meet quarterly from now on. Next meeting will be in December. Joe O'Connor has written the November article, for Meetinghouse News about the Parkinson's Support Group. Liz Pape will be writing the December article, New Years' Resolutions.
- **Program Committee** – Nancy Castagna reported that an Apple Fest luncheon is planned for October 11, 2018. All apples supplied by Sholan Farms through the courtesy of Joe LaGrassa. Sholan Farms is also supplying apples to the Senior Center every week for the month of October. There is also a Sholan Farm tour.

October 31, 2018 - Halloween Party & Lunch. Chocksett Peer Leaders from Chocksett Middle School (8th graders) will be helping with Halloween Party. Arm Chair Travel by Joe & Patti LaGrassa, Christmas Markets Danube River Cruise will be held in December.

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-** Veronica Buckley reported that the flu clinic serviced 94 participants. 38 were served lunch. Veronica met with FOSS. A scrubber to clean floors is needed at a cost of \$2,000 and also a scrubber mat for the foyer at a cost of \$1,000. FOSS has agreed to pay for both. Dick Maki & Veronica Buckley working with MART on new program on taking seniors for appointments within the Loop from Fitchburg-Leominster- Sterling into Worcester for appointments to UMass, Reliant, St. Vincent's, Train Station. Checking to see if FOSS with help subsidize the program. Meals on Wheels have 5 days per week coverage by our volunteers. Thanks for their continued support.
 - a. No Gift account expenditures at this time.
 - b. Age & Dementia Friendly Survey is completed! Stats are outlined in the November newsletter. The results of this Survey indicate a relatively high degree of satisfaction with aging in the Town of Sterling while identifying several areas of need. The survey results will provide guidance for future actions and goal setting by the Sterling Council on Aging, the only social agency in Sterling.

Motion to accept the draft Age and Dementia Friendly Community Steering Committee Charter made by Bloom,
Seconded by MacLennan.

- Passed unanimously.

8. Unfinished Business

Chair reminded all members about the MCOA October conference. If anyone on the Council is interested in attending they should contact Veronica.

Annual COA Christmas Party is scheduled for Sunday, December 9th from 1-3 pm. Committee: Pape, Protano, MacLennan & Battles.

Liz Pape provided the COA Board with a draft of the Senior Center Policy Guidelines at our October COA Board Meeting. Draft was reviewed and discussed, vote will be taken in November.

9. New Business

Friday, December 14, 2018 a Cookie & Craft Sale will be held at the Senior Center. This will be set up by FOSS. Information to be given to Maureen Cranson.

10. Future Topics

Age & Dementia Friendly development requires more work to make it better in town. We need future development of the various boards and committees in town including the Police and Fire Department.

11. **Next Meeting** – The next monthly Board Meeting will be held on **Thursday, November 8, 2018 at 5:30 p.m.**

12. Adjournment

Motion by Bloom, Madden seconded, to adjourn at 7:11 pm.

- Passed unanimously

Respectfully submitted,

Sue Protano
Secretary

Attachments –

MEETING DATE: October 11, 2018

TIME: 5:30 -7:30pm

If applicable, please fill in Executive Session START TIME: _____ END TIME: _____ Re-open to Public? If yes ☐ state approximate time: _____

Subject of Executive Session: _____

Sterling Council on Aging

NAME of BOARD/COMMITTEE

**TOWN CLERK OFFICE USE
ONLY**

Sterling Senior Center Meeting Rm. 36 Muddy Pond Rd, Sterling, MA

LOCATION

ROOM

Name: Liz Pape, Chair, Council on Aging

DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

AGENDA

1. Open Meeting
2. Roll Call – Welcome new COA Board member
3. Review/Approve Meeting Minutes of September 13, 2018; Treasurer's, Volunteer Coordinator's & Director's Reports
4. Building Committee Update
5. Public Session
6. Committee Reports
 - a. Arts Committee
 - b. Evening Dinner Committee
 - c. Marketing/Communications Committee
 - d. Program Committee
7. Director's Update
 - a. Gift account expenditure request and vote
 - b. Update on Age and Dementia Friendly Community Initiative
 - Review of Age and Dementia-Friendly Community Steering Committee and vote
8. Unfinished Business
 - a. MCOA October Conference
 - b. Christmas Party Planning Dec 9, 2018 (note corrected date)
 - c. Review Senior Center Policies Guidelines draft and vote
9. New Business
 - a. FY19 COA Goals to Board of Selectmen
10. Future Topics
11. Next Meeting: Thursday November 8, 2018, 5:30-7:30 pm
12. Adjournment

All meetings are open to the public

Report to the Sterling Council on Aging
Senior Center Volunteer Coordinator
For the period October 1-31, 2018
November 8, 2018 COA Board Meeting

- Volunteer Hours: 858.26
 - Admin/computer: 28
 - Committee Work: 9.5
 - Meal Site: 294.43
 - Meals on Wheels: 109
 - Office Coverage: 238.25
 - Pancake breakfast: 36.25

Respectfully submitted,

Liz R. Pape

Council on Aging Treasurer's Report FY19

CoA Board Meeting , October 11, 2018

FY19 July 1, 2018 – October 04, 2018

Account #	Description	Appropriated	Expended	Balance	Budgeted Monthly Expense
01541-51200	CoA Wages	\$ 153,330.95	\$ 35,803.79	\$ 117,527.16	NC
01541-53000	CoA Home Care	\$ 400.00	\$ 0.0	\$ 400	
01541-53001	CoA Title VII Nutrition & WHEAT	\$ 4,300.00	\$ 0.0	\$4,300.00	
01541-57000	CoA Expense	\$16,050.00	\$ 3,348.56	\$ 12,701.44	NC
01540-57000	Sr Center Operations	\$15,935.00	\$ 3,738.10	\$ 12,196.90	NC
01540-51300	Sr. Cntr Ops Co-ordinator	\$16,665.00	\$ 3040.00	\$ 13,625.00	

Other Accounts

Account #	Description	FY19 starting balance	Revenues *****-48400	Expenses *****-57000	Current Balance
24000-	Revolving funds	\$18,699.08	\$8,956.53*	\$8,921.74	\$18,733.87
25003-	CoA Donation/	\$ 13,822.82	\$ 350.00*	\$ 83.04	\$13,815.20
26011-	Formula Grant	\$ 0.00	\$0.00	\$ 4,052.73	\$(4,052.73)

Account #	Description	FY19 starting balance	Revenues *****-48000	Expenses *****-57001	Current Balance
24000-	Sr. Center Usage	\$ 4,495.28	\$ 5,180.28 *	\$ 83.04	\$ 5,097.24

NC = Not Calculated

*Does not reflect to date value.

Bob Bloom, COA Treasurer

COA Board Meeting Nov 8, 2018

Director's Report for Oct 2018

Event Statistics from 10/01/2018 to 10/31/2018

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	20	18	0
Congregate Meals	587	140	30
Cultural Event	7	7	0
Fitness/Exercise	556	171	5
Food	215	129	33
Health Screening	106	100	12
Information Sharing	43	19	0
Recreation	111	37	0
Social Event	602	134	1
Total Event Signins	2247	443	81

Event Statistics from 10/01/2017 to 10/31/2017

Category	Duplicated	Unduplicated	60 and Over Guests
Community Education	30	20	0
Congregate Meals	396	73	34
Fitness/Exercise	505	146	12
Food	127	72	17
Health Screening	18	16	0
Information Sharing	27	16	0
Recreation	163	83	11
Social Event	471	100	0
Total Event Signins	1737	341	74

VAN REPORT Oct 2018

Van 1 36 Riders 275 trips 1913 miles

Van 2 22 Riders 105 trips 844 miles

KITCHEN REPORT Oct 2018

congregare lunch 587 or 26.6 per day

Pancake Breakfast 77

Additional topics for discussion

Director's Vacation

Transportation article in December Newsletter

Upcoming events:

- | | |
|--------|--|
| Dec 3 | Holiday House Make & Take |
| Dec 7 | Holiday Centerpiece by Sterling Garden Club \$5 |
| Dec 9 | COA Christmas Party |
| Dec 11 | Dull Men's Club with Sterling author, Ray Tatten |
| Dec 12 | Possible Tower Hill; Chocksett Peer Leaders Intergenerational |
| Dec 14 | Annual Cookie Sale & Craft Fair |
| Dec 18 | Van Light Display Trip and Girl Scout Caroling & Hot Chocolate |
| Dec 20 | Armchair Travel – Romantic Danube and Christmas Markets |

Ukulele Club:

- Dec 1 Community Lunch
Dec 6 Sterling Village
Dec 13 Sterling Senior Center