

Board Members Present: Abha Singhal, Liz Thibeault, Tom Dunkers, Lillian DeBenedictis, Elizabeth Acquaviva, Joanne Willens, Jean Sain, Liz Bishop, Verna Gilbert, Melinda Lindquist, Peggy Hilton

Associate Board Members Present: Stephanie Blunt, Sandy McIlhenny

COA Staff Present: David Klein, Director; Angela Smith, Outreach Coordinator and Program Manager

Friends of the Carlisle Council On Aging Representative: no representative present

Associated Handouts: Director's Report, Treasurer's Report, November Minutes, Social Worker's Report, Outreach Coordinator and Program Manager's Report

The Meeting commenced at 10:35am. Abha Singhal, Chair, presided.

Secretary's Report: A motion was made to accept the November Board minutes as submitted by Liz Bishop. Motion carried by voice vote.

Treasurer's Report: A motion was made to accept the November Treasurer's report as submitted by Verna Gilbert. Motion carried by voice vote.

Social Worker's Report: COA Director, David Klein, commented on Peter Cullinane's present scope and workload. Additional information is contained in Peter's report. A motion was made to accept the November Social Worker's Report. Motion carried by voice vote.

Outreach Coordinator and Program Manager's Report: A discussion ensued regarding various topics that are covered in the November report: January Bingo Coordination; Community Conversations (MOLST- Medical Orders for Life Sustaining Treatment). Additional information can be found in this report. A motion was made to accept the November OC/PM Report submitted by Angela Smith. Motion carried by voice vote.

Director's Report: David described some of the meetings that he attends on the local and state level that are of great benefit and interest to him and our organization. Abha asked a question about the Capital Worksheet that Larry Barton asked each department to complete. This would be a forecasting tool that the town is interested in for gathering information for long range planning purposes. Larry is asking for these spreadsheets to be submitted by the end of December. David commented that he is preparing to submit something that may also include a future "senior center since the town actually seems to be gaining some traction toward that end." This spreadsheet may also include an additional smaller, more nimble vehicle that may be needed sooner than later because Benfield occupancy is imminent. David is looking to get defibrillators for our vans utilizing a combination of FoCCOA grant funds and other sources to fund the purchase. Additional information can be found in the report. A motion was made to accept the November Director's Report submitted by David Klein. Motion carried by voice vote.

Senior Day Trips - Joanne Willens described the Newport trip as being well received but it also a very long day. However, seniors want to do it again! The Watertown -

NewRep Theater trip was wonderfully received for Camelot and dining. She is planning to keep the lunch reviews close during the winter months due to the weather. Sandy McIlhenny is hosting the Boston flower show in March and she is trying to keep it to just one van use.

MMSS Report by Jean Sain: The MMSS Board meeting was held on December 4th with reports from all committees. Joan Butler reported on fund raising activities. MMSS received \$18,000 in private donations including \$15,000 from Middlesex Savings Bank, a Grant award from Tufts Health Plan Foundation of \$50,000 each year for 2 years for Healthy Living. The Holiday auction catalog value neared \$9,000 with over 100 items. There were no waiting lists for Home Care or the ECOP program (Enhanced Community Options Program). The FY13 Audit was presented by Daniel Dennis & Co. Auditors. A detailed report with Audit results and a Summary of Financial Statements found everything in good order.

FRIENDS Update: No Rep was present today. However, David Klein, who attended their board meeting this week made a few comments: Holly asked to mention that they are very busy with their fundraising and they want it to keep it coming! David requested that they add money to our 'support' account because the department needs extra cash on hand for timing issues due to the uptick in theater attendance from month to month. The result is that the number went from \$1000 to \$1500 to have available in this account. David also stated that Ray Taylor is leaving the FoCCOA board and Holly Salemy is resigning as chair in April, 2014.

Old/New Business: Housekeeping Note: The February Board meeting is canceled due to a lack of a quorum.

Transportation Survey: The department has only received 2 surveys from the multiple times that it has been in the Mosquito as well as in the newsletter. As a good faith effort to get the word out and back from the community, we are attempting to get as much communication out on this as possible. The 2 surveys that were returned were actually from the 2 people in town who have been involved in on-going talks regarding the lack of available transportation for this segment of Carlisle's population. A discussion ensued regarding the Press Release that initially went out, but then the survey didn't include a clear explanation of why a survey was being conducted so it was confusing. Sandy shared some great information regarding the best phrase to utilize when requesting feedback and information: "Physically challenged" would be her preferred phrase to use. David talked about a separate mailing that will cost approximately \$300 to mail out to all people for postage alone. We do have extra money from the LRTA this year and we need to consider ways to best spend this money to fulfill unmet needs. It was broached that certain physically (or mentally) challenged people traveling using our transportation system should have a companion with them to aid them depending on their limitations.

Regarding 'extra' LRTA funds, the Board agreed that there should be further discussion on the topic of how to best use these funds with respect to the transportation survey mailing and the content of the mailing.

Luncheon Committee - Verna Gilbert indicated that the March 20th COA luncheon need help since there will not be coverage by the regular lunch team. Lillian and Peggy came forward to pitch in and to learn the ropes at the January 16 lunch so they will be trained for the March 20 lunch.

David Klein commented that he attended the Selectman and Housing meetings regarding the Bedford Road DDS project that potentially will include a 'community center.' The Jacobellis property is now up for discussion as something that can be considered for town use. David provided handouts for us to view.

David inquired if any board members would like to visit the property as done with Blue Jay Studios and the Highland Building.

Liz Thibeault commented that the Nominating Committee had a plan for attracting potential Associate Board members and/or additional volunteers for our programs. More information is forthcoming.

Joanne asked about the Department providing Saturday drivers for events. David stated that it will not be the standard working hours of the Town Hall - so it would only be under extraordinary circumstances that we would offer events on the weekends citing the liability issues for having the vans on the road during off hours.

A motion was made to adjourn the meeting which carried by voice vote. Chair, Abha Singhal adjourned the meeting at noon. **Next Meeting at 10:35 am Town Hall Clark Room January 21, 2014**

Liz Bishop
Secretary