

Council On Aging

Minutes of Board Meeting

November 22, 2011 - Town Hall Clark Room

The meeting was called to order by Liz Bishop at 10:35 AM. Board Members Present: Liz Bishop, Elizabeth Acquaviva, Phyllis Goff, Abha Singhal, Jim Elgin, Jean Sain, Joanne Willens, Tom Dunkers, Lillian DeBenedictis. Board Members Absent: Verna Gilbert, Helen Taylor. Associate Members Present: Sandy McIlhenny, Marje Stickler. Associate Members Absent: Nadine Bishop, Natalie Ives, Ted Read, Mary Daigle. Staff Members Present: Debi Siriani and Angela Smith. Staff Members Carol Killpartrick, Peter Cullinane and Bonnie Hansen were not present. Friend's Representative Present: Grace Tilton.

Friends of COA - Grace Tilton distributed a copy of the fundraising flyer the Friends will mail at the end of the month and discussed a letter that they also plan to mail to past donors and potential donors. The topic of raising awareness in the school community of the needs of our seniors, especially with fuel assistance, was briefly discussed. Liz suggested that this would be a topic of discussion for a Friends' meeting. Liz also mentioned that the Carlisle School Association liaison printed in the Carlisle Public School's Husky Handbook was Debi Siriani versus a parent of a student. Liz suggested that Debi contact the school to inquire if there is a parent liaison. Angela Smith indicated that she contacts the school's Administrative Assistant, Claire Wilcox, with requests. Liz also inquired if the Friends could electronically transfer their flyer and fundraising letter so Board Members may possibly forward it on to friends and neighbors who may not respond to a mass mailing. Debi read a thank you note from a recipient of a gift card made possible by the Friends who also thanked the Friends and the COA for their good work. The note writer's name remained anonymous. The \$20 gift cards are sent twice a year (fall/spring) to seniors who need financial assistance. Angela indicated this past fall she mailed 54 seniors gift cards.

Treasurer's Report - The financial reports for September and October were submitted by Abha Singhal. Abha walked the Board through the October report to make sure everyone clearly understood how she compiled the report. The reports for both September and October were accepted. The Friends are looking at changing their fiscal year to ours which would help with the financial reports.

Meals on Wheels – Liz Bishop arranged for Meals on Wheels delivery to allow members to view and/or sample the food so we are aware of what the seniors were receiving. Although the meals do not always look appealing to recipients, they are nutritious. The members who sampled the items reported the food mostly tasted bland. However, this may be what a senior who is possibly recovering from surgery would prefer. A discussion on flavor versus spice as well as the possibility of bolstering the calorie count was held.

Secretary's Report - The Minutes of the October 25, 2011 meeting as submitted by Elizabeth Acquaviva were accepted. Elizabeth indicated that the format of the monthly minutes she uses, which includes action items, was taken from the Town of Carlisle Committee Handbook.

Liz Bishop passed out a sheet of Board Responsibilities issued by the MACOA, which was passed out at the previous meeting, to reinforce the Board's role. She explained that the action items in the minutes were not to direct any one person, but to obtain data the Board needs in order to progress. The role of an Associate Member vs. Board Member was also discussed with the only difference being an Associate Member cannot vote.

Social Worker's Report - The October report submitted by Peter Cullinane was accepted.

Transportation Report – The October report as submitted by Carol Killpartrick was accepted. The topic of whether or not the board's previous request for additional breakdown in transportation statistics was necessary was discussed and it was determined that, although it requires additional reporting which may seem redundant, it is of value if we are to request an additional COA van. The topic of Friendly Drivers and liability was also discussed.

Director's Report – The October report submitted by Debi Siriani was accepted. Debi addressed a concern she had that arose from a recent storm which caused a major town-wide power loss. She worked on opening an emergency shelter for seniors and Angela returned phone calls from seniors who left messages at Town Hall and checked in on many seniors using her landline although Town Hall was closed and employees were compensated for the day off. Debi will meet with Tim Goddard to establish a policy on what is expected of her (as a member of the Local Emergency Planning Committee and Team) and her staff during any future town-wide emergencies as well how they will be compensated whether they are required to work or whether they volunteer to work.

Outreach Coordinator Report – The October report submitted by Angela Smith was accepted. The topics of wreath making on December 8 and delivering of the wreaths as well as the Special Needs Registry (seniors 70 and older who live alone) were discussed. Angela also informed the Board that the Salvation Army contributed \$1,900 towards fixing a senior's well pump which brought up the point that we need to get the word out that the money placed in the Salvation Army kettle, located at Ferns, stays in the community.

Travel Report - Joanne Willens gave an update on upcoming trip offerings. She had to cancel two recent restaurant review trips due to last minute cancellations or seniors not showing up. A discussion on charging an advanced van fee, which would be forfeited if the senior did not participate, was discussed since drivers still have to be paid for trips that are cancelled at the last minute. For one recent trip, there were too many attendees for the van which resulted in Joanne having to hire a bus which was expensive.

Minuteman Senior Services – Phyllis Goff and Jean Sain reported the online auction starts December 1 and benefits Meals on Wheels and other crucial services. They distributed a copy of the Fiscal Year 2011 Services Report for Carlisle (Minuteman has spent over \$91,000 on services to Carlisle) and the Minuteman Senior Services Annual Report 2010-2011.

Liz Bishop made a motion to extend the meeting for an additional ten minutes and the motion was accepted. Following up on last month's meeting, some of the action items have not been completed due to the overwhelming amount of work that she and Debi have been producing for the SLRP that they will

present to the Finance Committee in three weeks. Liz distributed a list consisting of areas where she needs Board Members' assistance in gathering additional data including transportation, compensation, new space, tax relief, housing, nutrition, photos of services and activities, evaluation form of programs, etc. to use in a power point presentation. Many of the Board Members volunteered to assist in gathering additional data.

Meeting Adjournment: 12:10 PM

Next Meeting: December 20, 2011 at 10:35 AM at Town Hall - Clark Room.