

**Carlisle Council on Aging Board Meeting
November 18, 2014
Carlisle Town Hall – Clark Room**

The COA Board chair called the meeting to order at 10:36 am. Board Members present: Liz Thibeault, Abha Singhal, Peggy Hilton, Liz Bishop, Elizabeth Acquaviva, Jean Sain, Donna MacMullan, Walter Hickman. Associate Members present: Stephanie Blunt, Verna Gilbert, Gio DiNicola, Reuben Klickstein, Joan Rosazza, Patti Russo. COA Staff present: David Klein, Angela Smith, Debbie Farrell, Friends of the Carlisle COA present: Estelle Keast.

Secretary Minutes - A motion was made by Elizabeth Acquaviva to accept the October Minutes prepared by FY15 Secretary, Liz Bishop. No corrections or amendments were made. The motion carried by voice vote.

Outreach and Program Manager's Report - Angela Smith discussed the ongoing need for long-term volunteer positions as well as a one-time request. Angela gave an overview of the items outlined in her monthly report. Abha Singhal asked about the recent podiatry clinic held at Bedford Farms. David commented that the event was very well attended and it may have to expand to additional days in the future. A motion was made by Jean Sain to accept the October report submitted by Angela Smith. The motion was seconded and carried by voice vote.

Social Worker's Report - Peter Cullinane's report was distributed at the meeting.

Financial Report – David directed our attention to various line items on the financial report, describing that the Department is approximately on track with overall spending and income for this point in the year. David pointed out that the Office Operations account realistically reflects office costs and the Minuteman assessment is now reflected in the programs budget. A motion was made by Elizabeth Acquaviva to accept the October report prepared by Director, David Klein and reviewed by FY15 Treasurer, Peggy Hilton. The motion was seconded and carried by voice vote.

Director's Report including Transportation Report - David addressed the statistics presented as a sub-section of the Director's report to describe COA transportation services utilized in October. He and Peggy then commented on and distributed a transportation handout shared at the recent Finance Committee meeting. David segued to the topic of the COA Department's anticipated procurement of a crossover type vehicle. Verna asked about disposal of the 'other large van'. With just 35 thousand miles on it, David commented that the COA Department is anticipating keeping this van as backup to existing vehicles but it will eventually be phased out; however, at this time it adds more value for us to keep than to trade in. Walter Hickman volunteered to help pull the specs together prior to submission of a Request For Proposal (RFP). In January, David shall present a spreadsheet of the transportation tracking that will include year to year statistics, noting that, 'going forward this report will be quarterly.' It was noted that due to staffing complications around the holidays, the COA office may have limited transportation hours.

Debbie covered transportation statistics commenting that recently there are new riders and more inquiries regarding our transportation services. The Benfield residents are using COA transportation services and know that it is available as a shuttle for the luncheons as well as on-demand trips. Debbie is in constant contact with the Benfield manager so they are aware of the COA's program and transportation services.

The former Red Balloon preschool space was discussed and it was noted that the FRS is speaking with a few people/organizations interested to rent out the space. Prior to any RFP, David shall arrange with the FRS for a viewing with members of the COA board.

A motion was made by Elizabeth Acquaviva to accept the October Director's Report. The motion was seconded and carried by voice vote.

Minuteman Senior Services (MMSS)- The Annual Meeting of Minuteman Senior Services was held at the Scottish Rite Masonic Museum in Lexington on November 5th. The Annual Meeting was conducted in place of the usual monthly Board Meeting. This event also celebrated the Minuteman Senior Services 40th Anniversary. The keynote speaker was Dr. Howard R. Grant, President and CEO of Lahey Health who gave a fascinating talk on current trends in the health care industry. State Senator Pat Jehlen along with several community leaders, board members and long term staff were honored for their tireless commitment. The monthly Board reports were deferred until the

December Board meeting. Jean Sain distributed the MMSS Annual Overview of the Services Carlisle receives through our affiliation.

Friends of the Carlisle Council on Aging (FoCCOA) Update - Estelle commented that the Friends were founded in 1994 to supplement funds that would benefit the Senior population. She continued that the Friends' fundraising push will begin in December. She described the fundraising philosophy as 'low key' and 'low overhead' to maximize the benefit. She thanked the COA staff for the upcoming extensive coverage in the December newsletter. The monies granted to the COA have ranged from year to year dependent upon the generosity of the donors. Angela expressed her thanks for Estelle's hard work in producing the multiple lecture series. The next Friends meeting is December 10th.

Old/New Business:

Budget Presentation - David thoroughly explained the handout of the initial budget presentation shared at the November FinCom meeting. As COA Director, David is lobbying to gain the approval for a limited number of Admin job share hours for the COA department that can be funded through the existing FY15 budget as well as the proposed FY16 budget. He commented that Tim Goddard acts as Chief Personnel Officer in the absence of an active Personnel Board.

Sub-Committees, Task Force and Groups Update:

Bylaws Sub-Committee - Liz T stated that the sub-committee met 3 times to clarify the Council Board 'Policies and Procedures' to reflect current practices as requested by Charlene Hinton, Town Clerk. David requested the Secretary's duties include: delivery of approved minutes to the Director.

Marketing Task Force - Liz Thibeault reported that the communication plan is 95 % complete and the Marketing Plan is at the half-way mark. Any resulting recommendations will be shared with Department and the Board.

Committee List Handout - Liz T explained this sheet that lists past committee members to demonstrate the needed institutional memory from year to year. It was noted to add Tom Dunkers as a Citizen at Large member on the Town Advisory Group.

A motion was made by Donna MacMullan to adjourn the meeting at 12:04 pm. The motion was seconded and carried by voice vote. The next COA Board Meeting will be held at **Town Hall, Clark Room, Tuesday, December 16th at 10:30am.**

Liz Bishop, COA FY15 Board Secretary