

**Council On Aging
Minutes of Board Meeting
April 24, 2012 - Town Hall**

The meeting was called to order by Chair, Liz Bishop, at 7:05 PM. Board Members Present: Liz Bishop, Elizabeth Acquaviva, Abha Singhal, Tom Dunkers, Jean Sain, Joanne Willens, Helen Taylor, Phyllis Goff, Lillian DeBenedictis. Board Members Absent: Verna Gilbert, Jim Elgin. Associate Members Present: Natalie Ives, Mary Daigle. Associate Members Absent: Sandy McIlhenny, Marje Stickler, Ted Read, Nadine Bishop. Staff Members Present: Debi Siriani, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane, Bonnie Hansen. Friend's Representative Present: Holly Salemy. Guests Present: Dale Ryder, Judy Blaikie Lane, Joan Parker.

Secretary's Report - The minutes of the February 24, 2012 Board Meeting were accepted as submitted by Elizabeth Acquaviva.

Social Worker's Report – The March Report submitted by Peter Cullinane was accepted.

Transportation Report – The March report submitted by Debbie Farrell was accepted which included the February numbers as well. The unable to serve column of the report was discussed (6 seniors in March mainly due to a lack of drivers). Current drivers were requested to work additional hours, but they did not respond so it may be necessary to hire an additional driver. It was school vacation week when most of the unable to serve incidents took place. The Transportation Committee will meet to discuss further.

Outreach Coordinator Report – The March report submitted by Angela Smith was accepted. Angela handed out the current coffee list for the remainder of the COA fiscal year and a signup sheet for next fiscal year's senior coffee schedule. Angela inquired if she could move the coffee from the first Thursday of the month if they were a Minuteman or Robbins Brook luncheon on the same day since the seniors did not like to attend both on the same day and the consensus was yes. She requested help with the Volunteer Appreciation lunch guest list to limit the invitations to those volunteers who actually donated significant time as well as help with finding a free token gift for each attendee before they purchase a small thank you gift. The luncheon will be held on June 4 at Nashoba Tech. The topic of advertisers in the Carlisle Connections Newsletter was discussed as well as a list of vendors that Angela keeps that residents have recommended to her.

Treasurer's Report - The March financial report submitted by Abha Singhal was accepted. The percentages on each item of her report were discussed. Liz Bishop reminded members of the upcoming Town Meeting on April 30 where a vote to approve the budget would be taken and the May 8 election.

Director's Report – The March Director's Report submitted by Debi Siriani was accepted. The title to the new van has been received and Tim is in the process of insuring and registering the van. There will be a photo opportunity in the near future. The Regional Director's Meeting is coming up and a representative from the MPTO will discuss regionalizing transportation which will allow for more transportation resources for less money and not doubling the efforts. Linda Fantasia is going for a CHNA grant this year for a health series on Lyme disease prevention and awareness and invited the COA to participate. The need for a Van Driver job description was briefly discussed. Also discussed was the mix up in Debi's request to process an additional \$10,000 in the revolving fund this year that is was incorrectly placed in FY12 budget instead. She will follow up on how to correct this error before the Town Meeting where the budget will be presented for approval. This is not a request for additional money but a request to process the money from programs, etc. through the account.

Friends of COA – As a follow up from last month, Holly Salemy informed that Board that the Friends met with the COA Director, the Town Treasurer and Accountant to discuss the day trip accounting and transportation costs. The plan is for the Friends to continue to receive checks for COA trips and hold off depositing them until the day before the trip and then write a check to the COA minus any deposits that were necessary. This way, if a trip is canceled, Friends can just return the original checks. At the COA Director's request, any extra associated costs will be included in a grant. Invitation to The Friends' Annual Meeting on June 3 will be mailed.

Minuteman Senior Services – Phyllis Goff attended the last MMSS Meeting where they talked about their move. Phyllis received emails from Mass Home Care which she found interesting. They got funded again (for things like meals on wheels) except they have 59 clients on the waiting list for services as they did not get as much as they requested. Mass Home Care (Al Norman) goes to a lot of meetings to fight for what they need. Phyllis offered a handout from Mass Home Care if anyone wanted them.

Programs Committee – Tom Dunkers gave a thorough report (using statistics in his research) on the results of the evaluation forms from the various COA programs. He will continue to monitor the evaluations and use other methods to try to encourage more seniors to attend program offerings including utilizing CCTV and writing articles for the Mosquito. The minutes of the Programs Committee meeting were taken by Debi. The Activity Summary, Household vs Income Surveys and Program Assessment were compiled by Tom and the last two pages of the handout were compiled by Angela if anyone has questions.

COA Trips – Joanne gave an update on recent past trips. She is not arranging the van for lunch review group in the future. She refunded the money for the Gardner Museum trip that was cancelled. Upcoming trips are to the Fitchburg Museum and Tower Hill. The lunch review group will go to Café Escadrille. Joanne is arranging a trip to Ogunquit, Maine on June 25. She is not arranging theater for the summer months. The Trips Committee did not meet but Joanne has provided the staff with forms for each trip she arranges with the particulars.

Nominating Committee - Abha Singhal, Chair, reported that the nominating committee (Abha, Helen Taylor, and Elizabeth Acquaviva) is still seeking new Board Members. Potential members Dale Ryder, Joan Parker and Judy Blaikie Lane each introduced themselves to the Board.

Compensation Committee – Abha sent the Personnel Board all the information which was requested. Debi should have received signed Director, Outreach Coordinator and Transportation Coordinator job descriptions from the Personnel Board. Debi will follow up on them.

Transportation Subcommittee – This committee met and composed a letter to the drivers requesting they observe the new transportation policy while the subcommittee reevaluates the new policy which should be done sometime in June.

Old Home Day – Angela, Jean, Phyllis and Natalie will organize a COA craft station.

Meeting Adjourned: 8:25 PM

Next Meeting: May 22, 2012 at 7:00 PM at Town Hall.

Respectfully submitted,

Elizabeth Acquaviva