

**Council On Aging
Minutes of Board Meeting
December 21, 2012 - Town Hall Clark Room**

The meeting was called to order by Chair, Liz Bishop, at 10:35 AM. Board Members Present: Liz Bishop, Verna Gilbert, Elizabeth Acquaviva, Tom Dunkers, Jean Sain, Joanne Willens, Mary Daigle, Peggy Hilton, Lillian DeBenedictis. Board Members Absent: Abha Singhal, Liz Thibeault. Associate Members Present: Sandy McIlhenny, Natalie Ives. Associate Members Not Present: Jim Elgin, Phyllis Goff. Staff Members Present: David Klein, Angela Smith, Debbie Farrell. Staff Members Not Present: Peter Cullinane, Marna Sorensen. Friends Representatives Present: Kerry Kissinger and Estelle Keast.

Secretary's Report - The minutes of the November 20, 2012, Board Meeting submitted by Elizabeth Acquaviva were accepted.

Transportation Report – The November report submitted by Debbie Farrell was accepted. There were three first-time riders this month. A column has been added to the report that reflects year-to-date monthly averages for each category.

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

Outreach Coordinator Report - The November report submitted by Angela Smith was accepted. Angela is collecting Bingo prizes, especially unwanted items anyone received over the holidays that seniors may find useful. In addition, she requested that Board Members encourage family, friends and neighbors to sign up for exercise programs to ensure they continue to be offered. Angela reported that the Mosquito article by Pastor Weibley received the results they hoped for; one of the original donors and someone else are going to completely replenish the neighbor fund. The Salvation Army kettle collection and COA CCTV programs were discussed.

Treasurer's Report - The November financial report submitted by Verna Gilbert was accepted.

Director's Report – The November report submitted by David Klein was accepted. David contacted the Massachusetts Department of Elder Affairs to discuss the cost of the new computer recently purchased for the COA Director's office and found it to be in the appropriate range. He also inquired as to the possibility of smart phone data plan coverage for work related issues since he found the smart phone to be an effective tool during Hurricane Sandy. He was quoted an amount for the rest of the year and he will monitor his work related usage of his data plan for future discussion.

Friends of COA – Estelle Keast thanked the Board for their hard work and their donations to the Friends. She indicated that the Friends have minimal expenses and basically give all donations to COA services. Estelle discussed the various upcoming programs that will be offered in conjunction with the Friends of the Gleason Library. These programs can be found in their newsletter or on their newly designed website (Carlisle.Org/foccoa). The Friends will be meeting in February to discuss programs for next year and would like the COA Board's input. Kerry Kissinger discussed the fundraising campaign. Typically they receive donations of approximately \$16,000. As of today, they have received approximately \$12,000 so it is going well. Kerry will speak about the results of the Lexington Senior Center meeting he attended.

Minuteman Senior Services – Jean Sain reported that MMSS implemented suggested changes from a FY12 audit by their new auditors. Two long standing nutrition staff members are retiring and the nutrition program will be the focus of next month's meeting. Advocacy training will be in February and they will issue an updated list of State Legislators once they get all the information compiled. The

auction results which MMSS does at Christmas time was a success. They had 81 items for bid and all but two sold. They received a total of \$6,700 unrestricted cash. Jean invited David to attend the quarterly MMSS Agency Overview Meeting which he found to be informative.

COA Day Trips – Joanne Willens gave an update of upcoming lunch reviews (January 14-Bamboo and February 11-Owl Diner). Last month approximately 13 seniors attended Grassfields. She took a group to Merrimack Outlets and she discovered anyone 50 and older receives a discount on Tuesdays. She is working on arranging a MFA tour as well as a Fuller Museum trip. Joanne is trying to reserve an appropriate sized bus for the Isabella Stewart Gardner Museum trip on May 17 as well.

Committee Information/Old/New Business:

FinCom/BOS Budget 2013 Guidelines – Although David has met with FinCom and BOS recently, it is an ongoing process and he will once again go before FinCom at their February 11, 7:15 pm meeting, to further review the COA budget. The guidelines are slightly more than last year which creates a problem since it doesn't take into account salary adjustments due to grade level changes and increased hours within the COA Department that the Personnel Board approved. Town Meeting will be April 29, 2013.

Concord Carlisle Community Chest – The grant application is due next Friday and David discussed the various areas where we could use funding which include our social worker, intergenerational poetry program, the monthly senior coffee/breakfast, and podiatry clinics.

Transportation Dept/Committee – The transportation coordinator spends a lot of time on monthly reports and David is hopeful he can alleviate this down the road. The Transportation Committee will meet in the near future to review the transportation policy.

Bylaw Discussion – Abha Singhal was unable to attend today's meeting to give an update.

Meeting Adjourned: 11:45 PM.

Next Meeting: January 15, 2013 at 10:35 am at Town Hall-Clark Room.

Respectfully submitted,

Elizabeth Acquaviva
COA Board Secretary