

**Fairhaven Council on Aging  
Board Meeting Minutes  
August 14, 2017**

Present: Anne Silvia, Joan Mello, Jack Oliveira, Francis Cox, Al Borges, Lee Allaire, Dottie Reid, Elaine O'Neill and Jerry Brecken.

Excused: Lindsay Gordon, Joe Borelli.

Meeting was called to order by Joan Mello at 9:00.

Review of July minutes:

Under financial report, under Social Day, expenses for the month of April 2017 should read June 2017. This was corrected.

The financial sheet with grants and gift accounts reads June 2017. It should read July 2017. Correction was made.

Motion to accept the minutes of July 2017 board meeting made by Francis Cox and second by Jack Oliveira.

Financial Report:

COA:

COA Expenses: \$8,980.97

YTD Expenses: \$8,980.97

Remaining in FY18 budget: \$172,431.03

SOCIAL DAY:

Expenses for the month of July 2017: \$6,397.56

YTD Expenses: \$6,397.56

Revenue for the month of July 2017: \$16,091.50

YTD Revenue: \$16,091.50

Motion to accept the treasurer's report made by Francis Cox and second by Jack Oliveira.

Old Business:

At the Selectmen's meeting on August 7, 2017, the selectmen voted to change the board status of Jack Oliveira from Associate Member to Member.

The COA will be receiving a police vehicle to add to the COA fleet to provide medical transportation to the ARAW ladies through the present ARAW Grant.

New Business:

The new IT department was in to inventory the COA IT equipment and take report on any IT issues we are having. The Formula Grant will be due for submission in September. The state has not yet set a monetary number per elder therefore there is a delay in being able to calculate what we will receive this year.

The changes that were made to the by-laws regarding the treasurer's seat no longer in existence was explained to the board members. See director's report August 2017 for details of changes.

## **Social Day July 2017 Monthly Report**

Activities: Exercise, Musical Bingo, Bingo, Keno, Rosary, Trivia, Current Events, Reminisce, Movie, Crafts, Puzzle Group, Card Group, Horse Race Game, Beat the clock bingo, Dice & Strike game, Bean Bag Toss, Tap -n-Time, Chair Zumba, Let's Chat Group, Baking Group, Walking Group, Manicures,

Knitting, Music w/ D&D Music w/ Ray J, Karaoke w/Rick, Birthday Party, Entertainment with Andrea.

Notes:

1. 7/6 – We had a picnic outside and played bocce.
2. 7/18 – Social day had a cookout.
3. 7/26 – Some of the clients went to lunch and to the strings concert at Fairhaven High School.

Upcoming Events:

1. 8/7 – We have fire safety training with Wayne from the Fire Department.
2. 8/9 – We have a dementia in-service.
3. 8/16 – Atria is coming to visit for a cookout and entertainment.
4. 8/18 – We will be doing the carnival with the kids from the rec center camp group.

Total units serviced for the month was 380 with a client average of 19.

We were closed one day during the month of July.

**FAIRHAVEN COUNCIL ON AGING  
DIRECTOR'S REPORT  
August 14, 2017**

IN-HOUSE

- 8/1 Single Senior Supper Club 4:00-6:00 Cookout
- 8/8 Emergency Preparedness presented by Ma Commission on Disability 2:00-3:30
- 8/9 Dementia In-service for Staff presented by Community Nurse
- 8/15 Single Senior Supper Club 4:00-6:00 Guest speakers-Brookdale Brownies and Ice Cream
- 8/18 Social Day and Kool Kids Carnival
- 8/21 National Ice Cream Day-Ice cream Social
- 8/23 South Coast LGBT Seniors
- 8/30 MaRTAP Drivers Training 9:00-1:00

OUTSIDE EVENTS

- 8/1 National Night Out Fairhaven Police Dept. 4:00-8:00
- 8/7 Fire Safety for Staff at the Fire Dept 3:00
- 8/9 Coastline Community Development Meeting 9:00
- 8/17 Coastline Board Meeting 9:00
- 8/18 COA/Social Day Table at Job Lot Grand Opening 9:00-1:00

1. The following amendments were made to the By-Laws related to the Treasurer's seat no longer existing:  
**AMENDMENT:** Article VIII- Officers: Updated July 17, 2017:

Number 1- The Treasurer's seat has been removed from the elected officers.

It was agreed by the Board and noted in the minutes of the June 12, 2017 Board meeting that since there is no purpose to fill the Treasurer's seat, the language on the agenda will be changed from the Treasurer's Report to the Financial Report.

Number 8- a,b,c, and d have been removed since the Treasurer's seat no longer exists.

New duties of the Director noted in #7 to include:

- a. The Director supervises and is responsible for funds, securities, receipts and disbursements of the council.
- b. Books of account of all business and financial transactions of the Council are kept up to date by the Senior Clerk under the supervision of the Director.
- c. A financial report will be prepared by the Senior Clerk and reported to the Council at the monthly Board meeting.
- d. An annual budget is prepared by the Director and reported to the Council.

Number 5- "prepares agenda with assistance of director" was removed was removed from Chairpersons duties since director solely prepares agenda.

- 
2. The IT dept was in to look at all computers and list all issues with computers. They will be addressing issues after school begins.
  3. The Fairhaven Police Dept has a vehicle that will be transferred to the COA to replace the Taurus.
  4. COA and Supportive Social Day attended a fire safety in-service provided by the Fairhaven Fire Dept on Monday 8/7 at the Fire Dept. Demonstration on how to use a fire extinguisher took place.
  5. Jack Oliveira's board status has been changed from Associate Member to Member as voted on by the selectmen at the 8/7/2017 board of Selectmen's meeting.
  6. The Fairhaven COA and Supportive Social Day will have a table at the grand opening of the Ocean State Job Lot to share COA and Day Care information with the community. This event will take place on Saturday, August 19, 2017.

Next meeting will be held on September 11, 2017 at 9:00am at the Fairhaven COA.

Motion to adjourn was made by Jack Oliveira and second by Jerry Brecken.

Meeting was adjourned at 9:37am.

Respectfully Submitted,

Lee Allaire, Secretary