

**Harvard Council on Aging**  
Board of Directors Meeting  
March 22, 2010

Present: Carlene Phillips, Fran Nickerson, Mike Peters, Bill Mohn, Connie Larrabee,  
Ginger Quarles  
Absent: Barbara Kemp, Sharon Briggs, Jan Goodell, Colleen Nigzus  
Guest: Laura Bridges

Call to order: 4 p.m.

The minutes of the February board meeting were approved as submitted

The treasurer's report was approved as submitted

### **Action Plans Update**

**Public Relations:** The new COA brochure is being printed and is expected to be ready this week. Connie purchased 12 brochure holders to be distributed to various locations in town, including public buildings, churches, stores, and medical offices. Mike volunteered to print labels for the holders, giving a number to call when the brochures run out.

Progress on a proposed short informational video about the COA has been delayed because neither the schools nor the town cable committee has responded to Mike's requests for information about possible help with the project. Mike suggested that Adam Miller, a technology grad student who is going to help in the computer room, could do some filming at various COA functions. The film would then be edited and made into a video with voice-over and music. The board agreed it would be helpful to find a film student who could take this project on, and that a notice to that effect should be drafted for the newspaper. Connie will draft a notice and send it to Mike for review.

**Volunteer Coordination:** Ginger introduced Laura Bridges, one of three new volunteer coordinators who have started working on various aspects of the program. Laura is in the process of familiarizing herself with COA functions, and will concentrate on recruiting, scheduling, and supporting volunteers, and on outreach to local organizations. She had several useful suggestions about the informational video project, and showed a clear understanding of organizational dynamics.

### **Old Business**

Fran Nickerson said she would represent the COA at the March 22 meeting of the Municipal Buildings Task Force.

Ginger reported that she had spoken to Father Dennis at Holy Trinity (St. Theresa's) parish about using the downstairs room for exercise classes. The room is available but 50 chairs would have to be moved and put back for every session or a custodian would have to be paid to do it. So it doesn't seem feasible to use that room for regular exercise classes, although it could be used for special occasions.

Connie reported that the Hildreth House upstairs parlor had been painted by volunteer Derek Thurston, and that Midge Klein's family has donated a couch and other items to help furnish it. The floor should probably also be painted, but the group agreed it could wait until it's warm enough to open some windows. Mike volunteered to put another coat of paint on the ceiling.

### **New Business**

Handyman project: Volunteer coordinator Jim King has agreed to manage the handyman project, compiling a roster of volunteers to help seniors with small maintenance problems. Other towns have provided information about how to organize the program, and Ginger will include an article in the next newsletter asking people what services they might need. She predicted it would take a couple of months to get the project organized.

Term expirations: The terms of Sharon Briggs, Fran Nickerson, and Colleen Nigus all expire in June. Sharon and Fran want to stay on the board, but Colleen has decided to step down. The board briefly discussed the skills we might seek in a new member and agreed that familiarity with town politics and a willingness to advocate for COA programs would be valued attributes. All board members were encouraged to think of qualified candidates for consideration at the April meeting.

Because of the April 19 holiday, the next board meeting will be held Monday, April 26 at 4 p.m.

### **Director's Report**

The traditional COA luau is tentatively scheduled for May 21 at noon, but might be rescheduled because the Shriver Center on Devens, which is catering the event, might have another obligation that day. New volunteer event coordinator Judy Pon is doing a great job organizing the luau,

The Bromfield Student Council luncheon for seniors will be held Wednesday, April 7 at 12:45. All board members are urged to attend.

Ginger will be gone the week of April 19, so the office will be closed at noon on Wednesday and Friday that week. Otherwise, Maria Holland and Bill Hebert will cover for Ginger.

The meeting was adjourned at 5:57 p.m.