

Harvard Council on Aging
Board of Directors Meeting
May 16, 2011

Present: Carlene Phillips, Janice Goodell, Connie Larrabee, Bill Mohn, Lucy Wallace, Sharon Briggs, Fran Nickerson.

Absent: Mike Peters, Barbara Kemp

Guests: Bonnie Sweeney, Katie Petrossi

Call to order: 4: 00 p.m.

The minutes of the April 11 and 25 board meetings were approved as submitted.

The treasurer's report was unavailable due to computer problems.

Old Business

Municipal Buildings Committee: Lucy reported that the selectmen have to appoint a new committee to proceed with the next phase of implementing the Annual Town Meeting's directives. She hopes to continue representing the COA on the new committee. She also emphasized the importance of recruiting more people to work on fundraising for Hildreth House expansion, either as Friends of the Council on Aging or as a proposed new group, Friends of the Hildreth House.

Search Committee: Carlene and Marie Sobalvarro met with Tim Bragan regarding the search for a new COA director. The job has been posted, according to Tim, but nobody on the board has been able to locate it on the website. Still, five candidates had applied as of last week; the deadline for applications is May 27. After that, the COA search committee will review the applications and decide if any are suitable for further review by the selectmen.

After a discussion about the desired qualifications for a new COA director, board members agreed that, at the very least, the job description should reflect the actual responsibilities the new director will be expected to assume. Among other things, the board agreed that we should develop questions for prospective candidates that would gauge their competence in dealing with the job's social work component.

Interim planning – Sharon reported on the difficulties and frustrations of attempting to maintain existing services without a director. She is particularly concerned that any delay in hiring a new director could put some seniors at risk.

Sharon will talk with Lorraine Leonard about doing the payroll, and convey the board's contention that Lisa, the Town Hall receptionist partially funded by MART, should be responsible for the monthly MART report from now on.

Carlene has taken charge of producing the newsletter, and Connie volunteered to help with that.

Upcoming events: Judy Pon sent a list of things needed for the Luau on May 20th, and various board members volunteered to help locate the items and set up and serve that day.

New Business

New board members: Guests Bonnie Sweeney and Katie Petrossi both agreed to serve as members of the COA board. They will begin the appointment process and hopefully join the board in July.

Katie Petrossi has a PhD in gerontology and an interest in health promotion and wellness for older adults. She wants to develop a series of health-related programs that would appeal to younger seniors. A program about gastrointestinal health that she had planned for earlier in May was cancelled because nobody signed up to attend. The board agreed that a more appealing, and better-advertised, topic might draw more interest, and that Katie should plan a monthly series to start in the fall.

Board members agreed that, for the time being, the COA should decline to participate in activities that would add to the burdens of current staff. Therefore, Sharon will inform the Girl Scouts that payments for Memorial Day geraniums cannot be collected at Hildreth House this year.

New officers: Lucy agreed to serve as co-chairwoman with Carlene next year, Sharon volunteered to be treasurer, and Connie agreed to continue as secretary. The current officers' terms end in June.

The next COA board meeting was scheduled for June 13 at 4 p.m.

The meeting was adjourned at 5:25 p.m.
Respectfully submitted, Connie Larrabee