

Harvard Council on Aging
Board of Directors Meeting
September 19, 2011

Present: Carlene Phillips, Connie Larrabee, Lucy Wallace, Sharon Briggs, Fran Nickerson, Katie Petrossi, Mike Peters, Bonnie Sweeney, Debbie Thompson

Call to order: 4: 00 p.m.

The minutes of the July 11 2011 and August 12, 2011 Board of Directors meetings were approved as submitted.

There was no treasurer's report due to reporting delays resulting from not having a director for three months, including the end of the fiscal year.

New Business:

Board vacancy – Board members suggested several potential candidates to fill the existing vacancy on the board and discussed which skills would best suit our needs. Fran relayed a complaint she'd heard that regular participants in Hildreth House activities are not represented on the board, but several members pointed out that board meetings are open to anyone who wants to participate.

It was agreed that Lucy and Connie would call several suggested candidates to gauge their interest.

Video project – Mike reported that considerable progress has been made on the COA video, but that some opening footage will have to be redone to include our new director. Mike is getting help with the editing from Robert Fernandez, and expects the project to be finished in a couple of months. The board plans to use the video as part of its outreach effort.

Newsletter – The board discussed ways to encourage more people to receive the newsletter electronically, thereby reducing postage costs. One suggestion was to call residents who have just turned 60 and ask if they would prefer email delivery; that task could be a tax work-off project. Debbie will investigate that option.

Director's Report:

Operating and Capital budgets – The town has asked each department to list its top three priorities for new spending, and the board agreed that moving the MART dispatcher to Hildreth House and creating a receptionist-administrative assistant position is our first priority. Second would be a volunteer coordinator, and third, more hours for the outreach coordinator, or having two part-time outreach workers.

Direct pay – Starting in September, participants in COA yoga and Tai chi classes will begin paying their instructors directly instead of making payment to the COA. This

more streamlined process is used in many other towns, and most instructors seem willing to try it.

New Programs - The new gentle yoga class meets once a week after Thursday lunch and has been well attended. The first session was scheduled to last for four weeks.

Free photos – The board agreed that a free photo shoot for seniors conducted by students from Kit Kat Photography sounds like a good idea.

MCOA Conference October 6th. Debbie will attend one day of the conference and Katie Petrossi will try to attend as well. The board agreed that many of the sessions sounded quite useful, particularly those pertaining to designing and building a senior center, and fundraising.

Cleaning Hildreth House – Debbie received two quotes for cleaning the carpets, the lowest being from Stanley Steemer (\$390). Lucy suggested that Stanley Steemer could clean our carpets when they do Town Hall and Debbie said she'd look into it. Board members agreed that we would do some regular cleaning at Hildreth House, with each person taking responsibility for one or two rooms.

Old Library Pilot Project – Pat Jennings asked if she could put a notice in the next newsletter asking for Pilot Project volunteers. The board had no problem with that.

Shoulder surgery – Debbie said she will have shoulder surgery at the beginning of November and expects to be out of work for two weeks. Maria and Bill have agreed to help with Hildreth House coverage.

New Business: Action Plan

Katie presented an analysis of COA programs in regard to four main components of successful aging: physical, social, intellectual, and spiritual activities. Our current programs seem weighted toward physical and social activities, and board members suggested several ways to add intellectual and spiritual components to the mix.

Katie proposed making a greater effort to get seniors to volunteer to help others and putting more emphasis on intergenerational programs. Other suggestions included a program on living a purposeful life, book groups, and classes on memoir writing.

The next COA board meeting is scheduled for October 17 at 4 p.m.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted, Connie Larrabee

