

**Harvard Council on Aging  
Board of Directors Meeting  
June 17 2013  
Hildreth House**

Present: Debbie Thompson, Pam Frederick, Connie Larrabee, Carlene Phillips,  
Sharon Briggs, Suzanne Roberts, Sue Guswa, Bruce Dolimount  
Absent: Hank Fitek, Fran Nickerson

Call to Order: 4:05

There were no minutes of the May 20, 2013 meeting because Katie's computer was malfunctioning.

There was no treasurer's report.

**Director's Report:**

The payroll account is being used for the entire payroll in order to use up the town appropriation by the end of the fiscal year, so there's a Formula Grant balance, which must be spent by June 30<sup>th</sup>. This money can be used for the annual fee for My Senior Center, and up to \$900 can be spent on new computers for staff and volunteer use. After a brief discussion of other uses for the remaining funds, the board agreed that Sharon and Bruce would work with Debbie to allocate the funds appropriately.

New program coordinator Joan Goddard has started work and is scheduled to be at Hildreth House on Tuesdays from 9-12 and Thursdays from 8-12, but her hours can be somewhat flexible.

Starting in July, Marna's new regular hours will be: Monday 8-12, Tuesday 8-4, Wednesday 8-1, and Thursday 2-4.

Outreach update: Maria and Marna have been dealing with an upsurge of transportation requests from wheelchair-bound seniors who need to get to medical appointments. With Marna working five additional hours a week, Maria will have more time to plan home visits and follow up with new clients at Bowers Brook. We have added 32 new cases in the past year, of which 16 are from Bowers Brook; fifteen of the 32 require follow-up on a regular basis. There are roughly 90 active outreach cases in all.

**Old Business:**

Volunteer appreciation: The COA volunteer appreciation reception will be held on Thursday afternoon, June 20, from 4 to 6 pm. Committee members discussed the food to be served and volunteered to bring specific items. Deb will get the cake and the Girl Scouts will provide small flowering plants as gifts for the volunteers. This will also be an opportunity to encourage people to join the Friends of the COA or renew their FCOA memberships.

Minuteman Board Representative: Regarding a prior suggestion that COA board members might alternate in attending monthly Minuteman board meetings, Debbie said a couple of members could do it but not the whole board. Nobody volunteered so we'll keep looking for somebody who might be willing.

**New Business:**

Annual reviews: Pam and Connie will meet with Debbie in August for her annual review. and Debbie will schedule reviews for Marie, and Marna.

The board approved a rate increase for the COA TaiChi class from \$30 to \$40 a month for twice a week, \$20 for once a week, or \$5 per class for occasional attendees.

**Committee Reports:**

The program committee will meet on Monday, July15 at 9:15 am at Hildreth House.

HHIC Update: After test rides in both options, the HHIC has voted in favor of an enclosed wheelchair lift instead of a LU/LA in the proposed new addition and will recommend getting the biggest lift the code allows: 42"X60" - slightly larger than the lift at Ayer-Shirley Regional High School. The committee has also settled on a kitchen design that will accommodate a full-service kitchen if necessary. The HHIC will report to the selectmen and the Finance Committee in July. In preparation for those meetings, Connie asked for and got the board's endorsement of the new plan.

**Action items:**

The board set the date for its annual planning meeting: Friday, August 16 from 9am to noon.

The board voted unanimously to recommend Sue Guswa as our new board member. The COA summer BBQ will be held at noon on Thursday, August 22.

The next COA board meeting is scheduled for Friday, August 16, 2013.

Respectfully submitted, Connie Larrabee