

## MILLIS COUNCIL ON AGING

### MEETING NOTES FROM December 9, 2011

Attending: Patty Kayo, Carol LaFreniere, Mary Skilling, Helen Daly, Ellinor Harkins, Betty Barrett, Sam Howie

Meeting convened at 9:35 AM by Sam Howie

Secretary report accepted as written

Treasurer's Report presented by Patty:

- Figures reported show that we are in good shape and where we should be at this time of the year
- The Gift account is monies from donations and memorial gifts and is used to benefit senior projects...

Treasurer's Report accepted as presented.

- HESSCO Report - No HESSCO representative attending. –no report

Outreach report presented by Carol LaFreniere:

- 30 Fuel assistance requests received so far since Sept. (includes new and re-certs)
- Oil benefit letters have not been received as yet
- Carol will write something for the newsletter suggesting that honor society clear walkways?

Outreach report accepted.

Director's Report

- Patty has just met with newsletter publisher – he's asking that she sign a 5 year contract and cut down our newsletter from 8 pages to 6 pages.
- We now get free newsletter – the publisher generates his income from selling ads.
- Patty will check with Medfield – they print their own newsletter
- Patty will not sign a 5 year commitment – she will have town council or Charlie review the contract in question
- Patty would like to change months she does double issues to Feb/March and July/Aug
- Update on change of volunteer status: Dispatcher and supportive day workers are now considered special employees: - identified by one that works under the COA's direction, uses town equipment and is reimbursed.
- They will now be issued a W-4 instead of 1099.
- We now have 5 drivers (2 of whom are strict volunteers and receive no pay). Patty to meet with Charlie in regards to the paid driver's status.
- Mary suggests using GATRA - The Ride

Director's Report accepted

No Chairperson's Report

Old Business:

- The Christmas Party is all set, Patty planning on 70 people with a current response of 59

- El-lin corner – Ellinor would like to change to El-Lin – she feels the L should be capitalized. She agreed to send Patty an e-mail with her information for the newsletter by the 1<sup>st</sup> Friday of each month.
- Patty will hold submittal of the newsletter for printing until after the COA Board meeting on the 2<sup>nd</sup> Friday of the month.
- Garden Club sent Christmas centerpieces – a Thank-you note will be sent to Nancy Sitta
- Mary will buy white tablecloths for the party
- Sears will be out to clean the white couch at a cost of no more than \$120. Mary suggests that we get rid of the second couch and place 2 of the leather chairs in its place
- Carol volunteered to look for new pictures to hang
- Mary suggests that Tri-County might be able to help with building cabinets?

#### New Business

- New van – Charlie has suggested that we replace the Patty Wagon with a car rather than another van as it is used mostly for Boston runs with only 1 rider. The van is now not handicapped accessible so a car would be a good option.
- Patty will check with Kevin Meehan
- Patty is meeting with HESSCO the 2<sup>nd</sup> week in January. As we are seeing only about 3 people for lunch at the center – she will suggest cold lunches – or offer to make lunches ourselves. The kitchen is owned by the Town of Millis – HESSCO has no contract with the town to use the facility.
- Volunteer of the Month – Betty Barrett/ Patty will ask Linda and Carol to suggest someone for March/April
- Volunteer Handbooks given out to each member by Patty
- As the COA does not have their own copier Helen offered the copier that is now at St. Paul's to the board. The copier was purchased from the same company that provides services to town hall. There are also foldable long tables at St. Paul's that were offered to the COA if needed. Patty will look at them Friday, 12/16.
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Motion to adjourn and approved at 10:55

**Next meeting to be held January 13, 2012**