

MILLIS COUNCIL ON AGING

MEETING NOTES FROM May 18, 2012

Attending: Patty Kayo, Carol LaFreniere, Mary Skilling, Helen Daly, Linda Beyer, Ellinor Harkins, Betty Barrett

Meeting convened at 9:35 AM by Mary Skilling

Secretary report accepted as written with one correction re: newspaper format and submission – Patty will correct and forward to the clerk's office.

Treasurer's Report presented by Patty:

- Formula Grant \$4559.50 received in May – gift fund will be reimbursed for Linda's salary at the end of May
- 3 revolving accounts, gift, transportation & respite are carried over from year to year.

Treasurer's Report accepted as presented

- HESSCO Report - No HESSCO representative attending – Patty will put another request for a volunteer in next newsletter, cable, newspaper and Invest in Millis e-mail blast.
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Outreach report presented by Carol LaFreniere:

- Carol reported that we were down to 36 applications for fuel assistance this year.
- She's working with 2 people regarding housing.
- She will contact student volunteers from last year to ask if they will again help with lawn mowing.

Outreach report accepted.

Director's Report

- The new exercise person, Kim, is proving to be popular. Suggested that we request a video be made of the class to be shown on cable – may attract new seniors – currently 5-7 members are in attendance.
- Patty will nominate Crafty Ladies as "Volunteers of the Month" – decided to name Honey Whitney as the next recipient.
- Need an active Friends group to instigate a yard sale and cookout. Helen suggested that Bonnie Hilton may want to get involved. Helen will have Bonnie contact Patty. Committee members were asked to bring one or two names to the next meeting of people who might want to get involved.

Director's Report Accepted.

No Chairperson's Report

Jenn Cedarburg's presentation re: "Open Meetings Law":

- Jenn Cederberg presented report and basic explanation of the "Open Meetings Law".
- Note the very comprehensive structure – fines could be levied if guidelines are not followed.
- 3 members of the COA board constitute a quorum.

- E-mail may be sent with ideas – response and discussion must be held at the next meeting.
- Board members may not discuss business outside of meetings. It is OK to discuss items that have been duly voted at meetings with non-board people.
- Jenn suggests that monthly minutes be kept in a binder for all to see.
- If more than 2 members attend Finance or Selectmen’s meeting – the COA must be posted if speaking as a board member and if any deliberation of the COA is done at said meeting.
- Meetings must be posted 48 with Agenda 48 hours B/4 meetings (weekends not included). The clerk is required to post on the bulletin board outside of her office as well as the 24/7 bulletin board outside the building beside the elevator entrance. The board may add to old and new business on the agenda as long as it is a newly presented item. All future agendas must include address, Rm # - Jenn will e-mail a copy of her meeting format to Patty for our future use.
- All members are to read through the Open Meeting Laws and send any questions to Patty who will review with Jenn.
- Meeting minutes are to be recorded in a general sense.
- All motions must be precise i.e.: “Motion passed unanimously – or Pass-Fail-Abstain.” Notation must be made as to who made the motion, who seconded and what was the outcome. Motion should be made for any thing that has been decided at the meeting (when painting is to be done, when luncheon is to be held etc).
- Executive session items not required to go in the minutes.
- Jenn will be happy to answer any questions and offered special assistance to the secretary if needed.

Old Business:

- COA will offer an Ice Cream Social every Wednesday at noon in June.
- Expand birthday parties starting June 27, one time per month with Roche Bros cake along with ice cream.
- New classes discussed – a genealogy class was offered. Instructor requires \$300.00 for 6 (90 minute) classes. Committee proposed \$25.00 charge per person with a min of 10 people to run this class.
- Suggestion was made that we secure NOVA type programs either from the library, the school, from other towns or by purchase to show at the center. We have license to show videos. Patty will have a series in July/August .
- We received no response for the proposed cooking class.
- Patty has not received a response from Roger regarding her request for an updated Friends budget – Patty will talk to Roger stating that this is now a requirement of the board.
- Suggestion was made to address the Yoga class to see if anyone would be interested in helping the Friends.
- Cleanliness of the Center was noted – Floors were professionally cleaned and waxed.
- Linda and Ellinor will follow up on sign verbiage and placement with selectmen and secure a cost to be presented at the next meeting.
- New layout for center agreed upon – bookshelves will be moved as soon as MVP has painted Rm #1.

New Business

- Motion made by Mary Skilling: To postpone COA Annual meeting for election of officers to June, 2012. Seconded by Betty Barrett.
- Yard sale discussed and decided it is not possible at this time without help from the Friends.
- HESSCO is responsible for Cook-outs – Patty will check with HESSCO to see if they will sponsor one in July or August.
- Volunteer Luncheon will be held in RM 18 on 6/5 at 12 pm with Roche Bros catering. Invitations have been sent.
- Dispatch salary discussed – Mary has a problem that the salary has remained the same for 3 years. Can the Friends money be used to cover the raise for this position? – suggestion was made that the Friends fund some items, i.e.: luncheons that we now use Formula Grant monies for so that we can apply that to salary.

Motion to adjourn and approved at 11:45 am

Next meeting to be held June, 8, 2012