

COUNCIL ON AGING BOARD
REGULAR SESSION MEETING MINUTES
March 22, 2013
Veteran's Memorial Building, Rm 19
2900 Main Street, Millis, MA 02054
MEETING NOTES FROM March 22, 2013

CALL TO ORDER: Mary Skilling called the meeting to order at 9:35 am. The following persons were present: Chairman Mary Skilling, COA Director Patty Kayo, Outreach coordinator Carol LaFreniere, Secretary Helen Daly, Linda Beyer,

Secretary's report accepted as written.

Treasurer's Report

- Michael O'Keefe (cert CPA) will take over as Treasurer in May. He will handle bills payable, manage spreadsheets. He will become the new Treasurer.
- All line items are where they should be at this time.

Motion to accept report made by Linda Beyer, seconded by Helen Daly

No HESSCO Report – Helen announced that Maria Neville has volunteered to take over this position. Patty will contact her with the needed paper work.

Outreach report presented by Carol LaFreniere:

- Carol reports that she has been keeping in touch with HESSCO through Judy Rice.
- Fuel assistance calls should be slowing down now – questions keep coming in as to approval status.

Motion to accept Outreach Report made by Linda Beyer, seconded by Helen Daly

Director's Report

- Now using Nextel cell phones for the drivers at \$48.28 per month – Patty will check to see what if any liability there would be if the COA did not provide cell phones.
- Linda will check on a service her son has @ \$14.00 per month
- We should only need one phone which can be shared by the drivers – table to next meeting until all rates are found
- Bill Brown will be joining the board at the next annual meeting which will be held on 4/19

Motion made to accept made by Linda Beyer. Seconded by Helen Daly

No Chairman's Report

Old Business:

- Paul Howie will take over as treasurer of the Friends. He will get all pertinent information from Roger McCann – Patty will take care of the CORI information.
- Brooks Corl has prepared 2 Annual Reports
- Mary Ciasullo will take over position as secretary and Michelle Jones will also join the Friends Board. Their first meeting has been held and they are in the process of organizing the Board.
- Helen has offered to ask 2 members of the Friends of the Holliston COA to come and share their organizational successes.
- Handicapped Parking – the ramp has been open throughout the snow season – there were no issues this year. There will be no further action on this question at this time.

- Sign Committee will get pictures and forms will be filled out to be presented to Jim and Charlie – this item tabled until next meeting.
- Newspaper Article – Mary feels there should be more content – she will work up format to be presented at the next meeting
- Ethics Training - all completed for 2 years.

New Business:

- Newsletter – Mary refers to Medfield’s “Classes at a Glance” – Patty will change format to reflect this for next newsletter.
 1. Mary feels we could be more concise – a lot of white space – Patty will review format.
- Volunteer Luncheon – Szechuan Gardens – has been chosen for the next luncheon – there will be a speaker. All participants will be required to sign the Towns Personnel Plan. Date in early June to be announced.
- Consider seeking a professional for Grant Writing.
- Decided that the Garden Club’s Annual gift to the seniors will be a Valentine’s Day Flower arranging morning.

Motion made by Linda Byer to adjourn at 10:50. Seconded by Helen Daly. The motion passed unanimously

Next COA Board Meeting: April 19, 2013 at 9:30 am