CALL TO ORDER: Mary Skilling called the meeting to order at 9:05 am.
The following persons were present:, COA Director Patty Kayo, Chairman, Mary Skilling, Secretary Helen Daly, Maria Neville, Bill Brown, Carol LeFrenier, Brooks Corl, Friends Treasurer

Secretary's report – accepted with 2 corrections noted
Motion made by Bill to approve as presented second by Helen
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Treasurer's Report
- Due to staff shortage, Patty has not had time to compile figures - will report next month

HESSCO Report
- Protective Services hired one additional person and appointed someone to oversee the operation
- Their Audit found no discrepancies – all approved.
Motion made by Bill to approve as presented second by Helen

  Outreach report
- Fuel assistance applications have started coming in as of 11/1 – Carol has been busy helping the general day to day work due to staff shortage. She feels all her bases are covered at this time
Motion made by Bill to approve as presented second by Helen

Director's Report
- Patty reports that she has hired a replacement for Linda. Her name is Anne Potts, she has computer background and wants mother's hours. She will be working 9am to 1pm Monday thru Thursday.
- Bradford McMillan has been hired as a driver to work 13 hours per week, Tuesdays and Thursdays
- Driver applicant must complete the following: Drug and Alcohol Training (1X) Wheelchair Securement (yearly) CPR (yearly) Coaching the van driver (yearly) First aid (every 2 years).
- Position for the second driver will be kept open at this time with Patty and volunteers filling in
Motion made by Bill to accept report second by Helen

Chairman's Report
- Mary asks if we have a current attendance report – due to staff shortage there is not a complete report – should have up to date information completed for a report by March, 2015
- Discussion of participation in planned events – singing on Wednesdays is seeing 6-7 people per week, Bingo is having a little problem with the new program but maintaining good attendance, lunch on Wednesdays is seeing approximately 10 to 15 people per week
- Mary asks for update on signage – Brooks reports that the Friends are working with Bryan Riley for a definite cost figure. The Friends at this time have allocated $1000.00 but would be willing to offer more if necessary. Decision should be made at the next Friends meeting.
- Motion made by Bill to accept report second by Helen

- Old Business:
  - Supportive Day review is required by HESSCO for Patty's participation in this program. Patty will forward required information to Mary who will conduct the review.

Carol's Corner

- Format for the monthly newsletter has been changed to accommodate information for Carol's Corner to be printed. Carol requests that if anyone has or hears of new ideas or interests to let her know.
- Brooks suggest that the Millis Fund be mentioned in the next column in January. He will forward information to Carol

Old Business:
- Mission Statement will show in the next newsletter
- Discussion about the COA brochure update and availability – Patty will discuss with Michelle
- Meeting time will remain 9am on the second Friday of each month
- Cultural grant of $349.58 was spent on DVDs – exercise, Ken Burns and light informational DVDs
- Thanksgiving luncheon is set for Wednesday, November 19th – traditional Thanksgiving dinner will be served. Volunteers are available to help with this.
- Christmas dinner will be held on Friday Dec. 19th – ham with scalloped potatoes will be offered.
- Patty will make her ice cream pies for desserts at both meals:

New Business:
- Maria mentions that Tricia Perry has resigned from the Millis Library and will be going to Westwood. There will be an "Open House" for people to say their good-bys on 11/20 at the library.

Motion to adjourn the meeting made by Bill, seconded by Helen

Meeting adjourned at 9:45 AM

Next COA Board Meeting: December 12, 2014 at 9:00 am