

C. May

MEETING MINUTES

Orleans Council on Aging Board of Directors Meeting
Wednesday, April 24, 2013

CALL TO ORDER:

A quorum was established and the meeting was called to order at 1:00 pm in the Sunroom at the Orleans Senior Center by Chairman Suits.

MEETING ATTENDANCE:

Board Members present: Frank Suits, George Dunn, Clo Davis, Phil Halkenhauser and Fran Bonscher (Sandy Marshall Absent)

COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre

Others Present: FOCOA President, Muriel Rodgers, Selectman, David Dunford & Assistant Town Administrator, Myra Suchenicz

APPROVAL OF MINUTES:

- A motion was made by Fran Bonscher and seconded by Clo Davis to "Approve the Minutes" of the March 27, 2013** meeting. Motion carried by a vote of: 5(Y)-0(N)-0(A).

CHAIRMAN'S REPORT:

- Chairman Suits talked about receiving the Board package of materials via email. Director Wilson will continue to send by email. If Board members have difficulty opening the documents, they will be able to pick up the package at the COA to save mailing costs.

TREASURER'S REPORT:

- New line has been added to report to show Day Center income, which is deposited weekly into the Town's General Fund.

DIRECTOR'S REPORT:

- See April 2013 Director's Report** In addition, the following matters were discussed:
- Discussion of The Day Center attendance took place. Director Wilson is working on the actual costs of attendance. Director Wilson explained that we have a contract with Elder Services based on the current reimbursement rate.
- The new Snowmobile Program in collaboration with Snow Library is up and running. Clo Davis mentioned that she spoke with a few people who are very excited about this new program.
- Director Wilson will draft up a fitness waiver and review with the Town attorney. Many other COA's and organizations use fitness waivers.
- Revised draft of COA Organizational chart was provided to all Board members. No comments or changes were suggested.
- Director Wilson will present a new policy for the Board to review at the next meeting.

OLD BUSINESS:

- Director Wilson passed out a draft of the new COA mission statement along with samples of mission statements of other COA's for the Board to review. Fred Coe suggested that we set up our mission statement as a bulleted listing, for easy reading. He also suggested that it be added to the COA area of the Town's website. Director Wilson will present a revised draft of the mission statement at the next Board meeting.

NEW BUSINESS:

- No new business.

REPORT OF FRIENDS' REPRESENTATIVE:

- Muriel Rodgers presented information about the FOCOA upcoming "Vantastic" fundraiser to take place in September to help raise funds for the COA transportation program. It will include many activities related to transportation which everyone will enjoy
- Fred Coe asked if there are any private grants available to help fund the COA transportation Program? Director Wilson explained that most private grants prohibit use of those funds for municipal purchases.
- Director Wilson advised the Board that Muriel Rogers' term will be expiring in June and that she will be stepping down as FOCOA President. She thanks Muriel for her years of service and that she will be missed. Director Wilson mentioned the need to continue the partnership between the COA Board and the FOCOA Board.

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by Clo Davis and seconded by George Dunn to "adjourn the meeting" at 2:20 p.m. The motion carried 5-0-0.

*****Copies on file at Orleans Council on Aging***

The next COA Board Meeting will be held on Wednesday, May 22, 2013 at 1:00 pm

*Respectfully submitted,
Donna M. Faivre, Office Manager
Orleans Council on Aging*

<i>Minutes approved by the Orleans Council on Aging Board at their meeting held May 22, 2013.</i>
