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AMENDED MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
 Wednesday, July 24, 2013 at 1:00 pm

CALL TO ORDER:

A quorum was established and the meeting was called to order by Chairman Suits at 1:05 pm in the Sunroom at the Orleans Senior Center.

MEETING ATTENDANCE:

Board Members Present: Frank Suits, George Dunn, Sandy Marshall, Phil Halkenhauser, and Frances Bonscher
COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre
Others Present: Selectman David Dunford and Assistant Town Administrator, Myra Suchenicz,
Absent: None

APPROVAL OF MINUTES:

- A motion was made by Sandy Marshall and seconded by Phil Halkenhauser to approve the minutes of the June 26, 2013 COA Board meeting**. Motion passed: 5(Y) 0(N) 0(A).

CHAIRMAN'S REPORT:

- **Election of Officers:**
 - Phil Halkenhauser nominated Frank Suits as the COA Board Chairman, which was seconded by Sandy Marshall. Motion carried 5-0-0.
 - Phil Halkenhauser nominated Fran Bonscher as the COA Board Vice Chairman, which was seconded by Frank Suits. Motion carried 5-0-0.
 - Phil Halkenhauser nominated Sandy Marshall as the COA Board Secretary, which was seconded by Fran Bonscher. Motion carried 5-0-0.
 - Phil Halkenhauser nominated George Dunn as the COA Board Treasurer, which was seconded by Sandy Marshall. Motion carried 5-0-0.
- Fred Coe has resigned from his position on the COA Board.
- Chairman Suits noted that Phil Halkenhauser was reappointed to the COA Board, which leaves two openings.

TREASURER'S REPORT:**

- Director Wilson passed out the revised report to the Board. She explained that we have until the middle of July to pay some of our FY13 expenses and to complete transfers so that is why the report has been revised.

DIRECTOR'S REPORT:

Transportation:

- The FISH program has been very busy and we are recruiting new volunteer drivers.

Program Updates:

- The My Life My Health Program was very successful. We had 15 participants attending every week.
- Director Wilson explained that the Chicken Soup for Caregivers group is in transition. There will not be any meetings in July or August. Outreach Worker, Maryanne Ryan has attended special trainings to facilitate a caregivers group, which will resume in September or October.
- New Tai Chi Program and also a Men's Cooking Class will start in October.

Day Center:

- Day Center attendance is up for the summer.
- We are no longer paying for transportation for Brewster residents to attend The Day Center effective July 1st.

Staff Updates:

- Josh Kanaga will be going to school in September and will be resigning. He will be deeply missed by the staff and volunteers.

Building & Grounds:

- Ron Collins came out and looked at the floor in the Outreach office. They have put down a special sealant to see if that helps with the water issue.
- Ron is also working on the walkway path improvements in the meditation garden area.
- Director Wilson mentioned that the garden requires regular maintenance and that she has discussed this with Sharon Davis.

FOCOA: (Presented by Director Wilson)

- Director Wilson explained that they do not currently have a President.
- They are working on their Fundraising event to be held on September 7th.
- Director Wilson asked if any COA Board members could help with the event.

Miscellaneous:

- Director Wilson met with someone from Liturgical Publications. They print several newsletters for other COA's. It appears that our newsletter looks the best, as they sell ads to fill the space and sometimes there is a lot of white space, where ads have not been sold.

OLD BUSINESS:

- Sandy Marshall, Frank Suits and Director Wilson, met on July 18th to review the COA Board Bylaws. They discussed making sure that there are no conflicts with the Town By-laws.
- George Dunn suggested that the Treasurer position be eliminated from the COA Board of Directors. Director Wilson said there could be great value to the position to meet with the Finance Committee in the future if necessary.

NEW BUSINESS:

- Director Wilson spoke about the FRIENDS fundraising event and noted that several members have been working extremely hard for the event.
- ~~Director Wilson~~ Chairman Suits suggested that their August meeting be cancelled. The Board agreed to cancel the August meeting.

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by Frank Suits and seconded by George Dunn to "adjourn the meeting" at 2:33 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, September 25, 2013 at 1:00 pm

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

Minutes approved by the Orleans Council on Aging Board at their meeting held September 25, 2013.