

CMay

AMENDED MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
Wednesday, September 25, 2013 at 1:00 pm

CALL TO ORDER:

A quorum was established and the meeting was called to order by Chairman Suits at 1:08 pm in the Sunroom at the Orleans Senior Center.

MEETING ATTENDANCE:

Board Members present: Frank Suits, George Dunn, Sandy Marshall, Phil Halkenhauser, Frances Bonscher, Margie Fulcher and Betty Hinkley
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 George Dunn to approve the minutes of the July 24, 2013 COA Board meeting with the following correction: under New Business change second item to read; Chairman Suits suggested that their August COA Board meeting be cancelled. Motion passed: 6(Y) 0(N) 1(A) with Margie Fulcher abstaining.

CHAIRMAN'S REPORT:

- Chairman Suits reminded all COA Board members that they are required to review and complete the Conflict of Interest law forms which are available on the town's website.

TREASURER'S REPORT:**

- Director Wilson reviewed the July 2013 COA financial report and reported on the generous gift received from the estate of Charlotte Frye. The gift was unrestricted but Director Wilson explained that we want to honor this woman's passions and use the funds wisely to honor her. There was discussion about trying to determine the income which might be generated on the funds as it will be important to be good stewards of the gift.
- Sandy Marshall will mail a thank you note from the COA Board to send to the trust/family of Charlotte Frye.

DIRECTOR'S REPORT:**

Transportation:

- The push has been on to recruit more FISH volunteers. We have been receiving numerous calls for transportation to medical appointments in Hyannis.
- Director Wilson explained that we can recruit more volunteers, but the Nauset Neighbors are also recruiting volunteers for this same service. She explained that transportation will always appear on our agenda because it continues to be an issue for most communities.

Program Updates:

- COA will hold a flu clinic on October 4th. We have been very busy scheduling and registering seniors for their flu appointments.
- Director Wilson reviewed the new Tai Chi series that will be running and the Men's cooking program, which many people have registered for.
- Soup and Sandwich program will resume in the future, but for now we will start a Friday lunch program, where we will serve a bread basket, entrée and dessert. This program will start November 15th. Our menus for this program will be published in the Tidings and

reservations are required. Lunch will be served at 12:00 noon and the cost will be about \$5.00 per person.

Staff Updates:

- Our Mature Worker volunteer, who is sponsored by Elder Services, will be leaving in November. We are on the list with Elder Services to receive another volunteer in the future.
- Director Wilson explained that we hope to hire a sub van driver and a sub Day Center assistant. With people being out for various reasons, we have been stretched very thin for coverage.

Building & Grounds:

- The Meditation Garden has been updated-repaired to contain the runoff water and it looks great. Ron Collins has been extremely helpful with our projects and repairs.

By Law Review Committee: (Sandy Marshall, Frank Suits & Director Wilson)

- The committee has been working on updating the COA Board By-Laws. They have had two meetings and the changes have been reviewed by Myra. Chairman Suits suggested that everyone take them home to review and we can discuss them at the next COA Board meeting.
- Sandy Marshall asked about the second mailbox mentioned in the by-laws. Director Wilson explained that we have a COA mailbox at Town hall.
- Sandy Marshall asked about clarification under term limits.
- Sandy Marshall asked if Skype might be available for remote meeting access. Director Wilson explained that it might be difficult to have someone available to set that up and run the equipment at every meeting.

Funding for Van:

- Director Wilson discussed the recent article in the Cape Codder regarding our van. She spoke about the fact that we still need funding in order to pay for van maintenance and repairs. Also, we are no longer allowed to have a sponsor's advertisement on the leased vans under our contract with the CCRTA.

REPORT OF FRIENDS *(Presented by Director Wilson)*

- Director Wilson said that the Friends VanTastic event was a huge success. They raised approximately \$5,000, the turnout the day of the event was more than anticipated and the community support was tremendous and very much appreciated.
- Director Wilson suggested that Betty Hinkley would be a good liaison from the FOCOA Board to the COA Board as she has been working with the Friends and helping coordinate their membership information. Margie Fulcher moved to appoint Betty Hinkley as liaison to the COA Board, which was seconded by Fran Bonscher. Motion carried 7-0-0

OLD BUSINESS:

- Chairman Suits and Board Member Sandy Marshall presented a draft of proposed changes to the Orleans Council on Aging Board Bylaws**, and explained the process used to develop the proposed changes. The Committee met twice with Director Wilson to review existing Bylaws and review other local COA bylaws along with the State's suggested model for COA Bylaws to develop the current proposed draft. The matter will be continued next month to allow Board Members more time to review existing and proposed changes to the COA Board Bylaws

NEW BUSINESS:

- Chairman Suits called for a motion to cancel the COA Board meetings for November 25th and December 25th and to hold their December COA Board meeting on Wednesday, December 4, 2013 at 1:00 pm. Fran Bonscher put forth the motion which was seconded by George Dunn. Motion carried 7-0-0.

FUTURE AGENDA ITEMS:

- Transportation
- COA Gift Policy
- Needs Assessment

PUBLIC COMMENT: None

ADJOURNMENT:

With no further business, a motion was made by Fran Bonscher and seconded by Phil Halkenhauser to "adjourn the meeting" at 2:17 p.m. The motion carried 7-0-0.

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

The next COA Board Meeting will be held on Wednesday, October 23, 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 October 23, 2013.</i>
