

C. May

MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
 Wednesday, October 23, 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, Sandy Marshall, George Dunn, Phil Halkenhausner, Betty Hinkley, Fran Bonscher & Margie Fulcher
COA Staff Present: Director, Judi Wilson; and Office Manager, Donna Faivre
Others Present: Assistant Town Administrator, Myra Suchenicz
Absent: Selectman David Dunford

APPROVAL OF MINUTES:

- A motion was made by Fran Bonscher and seconded by Phil Halkenhausner to approve the minutes of the September 25, 2013 COA Board meeting as amended. Amendment to add the actual vote under Report of Friends motion by Margie Fulcher to appoint Betty Hinkley as liaison between COA Board and Friends Board. Motion carried 7(Y) 0(N) 0(N).

CHAIRMAN'S REPORT:

- Chairman Suits mentioned that Sandy Marshall sent a letter to the Estate of Charlotte Frye thanking the Executor for the generous gift to the COA.

TREASURER'S REPORT:**

- Director Wilson reviewed the September 2013 financial report with the Board and noted that she moved the line showing the Day Center income to the bottom as these funds are turned over to the Town and are not part of the appropriated budget.
- Chairman Suits asked about the 53E1/2 Revolving account and where the deposits come from. Director Wilson explained that these deposits come from fitness fees, programs and other special events.

DIRECTOR'S REPORT:**

Program Updates:

- Smile Program is doing quite well. Appointments are booked up.
- Men's Cooking program has been a fun and successful program.
- Caregivers Circle Group is being facilitated by Maryanne Ryan and the group is benefiting by resource information and other assistance. There was a discussion about the National Alzheimer's Association and the valuable resources and education as well as outreach to the communities that they provide.
- Heather Bailey will be cooking for the new Center Café on Fridays. She will cook very healthy nutritious foods. In addition, soup to go can be purchased. Reservations are required for this program.
- Michelle Costa will cook for our Soup & Sandwich program which will resume on Mondays. Reservations are required for this program.
- Volunteer Luncheon held in September was a great success! The meal and program were excellent.

Staff Updates:

- Director Wilson reviewed staffing issues which have resulted from having employees out for extended amounts of time.
- Director Wilson has hired a person to cook on Fridays for our Center Café, which is open to the public. And Michelle Costa will be cooking for our Soup & Sandwich Mondays.

Building & Grounds:

- Sewer repairs took place this past month due to a blockage in the line. The Day Center had to be closed for the afternoon as the restrooms were unavailable and sanitization had to occur after the repairs.
- A facility assessment will take place on Thursday with Ron Collins to evaluate the building and develop a longer term maintenance plan for the Senior Center.
- The Meditation Garden repairs have been completed and several groups have come to take a look at the special pervious concrete that was used.

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

- The Board discussed the draft of the by-laws** and made amendments. Director Wilson will draft up the amendments for review of the revisions at the next COA Board Meeting.

FOCOA: (Presented by Betty Hinkley)

- The trip to the Newport Mansions will be held in December.
- The Friends provided a very nice lunch for the COA Staff as a thank you for their help in volunteering the day of the Vantastic event.

OLD BUSINESS:

- **Charlotte Frye Gift:** Director Wilson said that she spoke with Dave Withrow and he said that the gift is invested under a jumbo umbrella for the best rate. She will speak with Dave Withrow to see if the money can be invested in a CD at a better interest rate.
- **COA Policy for Accepting Gifts**:** Director Wilson passed out a draft of the Policy for Accepting Gifts for COA Board members to review. The grammar of the first sentence was amended and Margie Fulcher motioned to approve the draft, which was seconded by George Dunn. Motion carried 7-0-0. A vote to approve the final draft will take place at the next COA Board Meeting.

NEW BUSINESS:

- **Transportation Committee:** Director Wilson suggested the need to have a Transportation Committee to meet a few times to plan our future transportation needs. George Dunn, Margie Fulcher and Betty Hinkley will be on this new committee.
- **Day Center Fees:** Someone has called Town Hall anonymously regarding their concern for the cost of The Day Center attendance. They feel that the fee should be cut in half for Orleans residents. Director Wilson explained the fees and various grants available, if someone is eligible. The Day Center staff works with the clients and caregivers to see if they are eligible for funding through Elder Services or other grants.
- **Conflict of Interest:** Director Wilson reminded all Board members to complete their Conflict of Interest forms which are available online on the Town's website. Trustees asked Director Wilson to email the link to COA Board members.

PUBLIC COMMENT: None

ADJOURNMENT:

- With no future business, Chairman Suits asked for a motion to adjourn the meeting. Fran Bonscher motioned to adjourn, which was seconded by Sandy Marshall. Motion passed 7-0-0.

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

The next COA Board Meeting will be held on Wednesday, December 4, 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 December 4, 2013.</i>
