

AMENDED MEETING MINUTES
Orleans Council on Aging Board of Directors Meeting
Wednesday, December 4, 2013 at 1:00 pm



CALL TO ORDER:

A quorum was established and the meeting was called to order by Chairman Suits at 1:00 pm by Chairman Suits.

MEETING ATTENDANCE:

Board Members present: Frank Suits, Phil Halkenhausner, Fran Bonscher, George Dunn, Sandy Marshall and Betty Hinkley

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

Others Present: Assistant Town Administrator, Myra Suchenicz and Selectman David Dunford

Absent: Margie Fulcher

APPROVAL OF MINUTES:

- A motion was made by Phil Halkenhausner and seconded by George Dunn to approve the minutes of the October 23, 2013 COA Board meeting. Motion carried 6(Y) 0(N) 0(A).

CHAIRMAN'S REPORT:

- Chairman Suits asked about the FY '15 budget and what the guidelines were for completing the budget. Director Wilson mentioned that the budget could not go up more than 3%. A draft of the budget was passed out to all Board members which has been submitted to the Town and Director Wilson noted the changes as outlined in the draft.

TREASURER'S REPORT:**

- Copies of the financial report for October 2013 Monthly Budget Summary was presented to all Board members. No discussion.

DIRECTOR'S REPORT:**

Program Updates:

- Director Wilson mentioned that the FOCO gave the COA \$5,000 for transportation needs.
- David Dunford said the purchase of a COA van should be part of the Town's Vehicle Replacement Plan.
- Director Wilson checked with the Town Accountant regarding the Charlotte Frye gift. It is currently earning .35%. The Funds must be invested at "no risk" and they are part of a jumbo investment account. Chris Lorge is contacting various banks to see if we can obtain better rates in a CD, as long as it is collateralized.
- Director Wilson will ask Dave Withrow to attend a Board meeting to discuss the investment of funds.
- The first meeting of the Transportation Committee will take place on Thursday, January 9th at 10:00 am.
- The Day Center has a new "Smart" TV due to the gift of a generous donor. The staff and clients are exploring the functions of the new TV and enjoying it immensely.
- Director Wilson mentioned that we have a few outstanding invoices for DC attendance that we are attempting to collect. Dave Dunford asked about available funding sources for attendance. Director Wilson explained the sources of funding if clients are eligible.
- The LGBT program had a very successful Thanksgiving Dinner event, which was well attended.

- The Veteran's Luncheon was wonderful. People really enjoyed the lunch and program. George Dunn sang a special song to honor the attendees.
- Heather Bailey our new chef is cooking for our Center Café on Fridays. Those attending are enjoying the fresh, healthy meals.
- Michelle Costa is cooking for our Soup & Sandwich Mondays and participants are happy that the program has returned.
- LCOC and Saint Joan of Arc distributed over 700 Thanksgiving bags and turkeys.
- A facility assessment was completed with Ron Collins. No report as of yet.
- Ron Collins is managing the repair or replacement of the parquettted flooring in the functions rooms. Floors may be able to be filled/refinished and repaired then coated with a poly.
- By-Laws:
 - Town Counsel has to review before the Board can vote on them.
 - Add the word "or" on page..????
 - Frank Suits put forth a motion which was seconded by Sandy Marshall to submit the amended By-laws to Town Counsel for review. Motion passed 6 (Y) 0(N) 0(A).
- Gift Policy: Discussion revolved around the value of items of gifts. Director Wilson will review with Town counsel.
- Customer Service Policy: Director Wilson passed out a draft to all Board members to review which will be discussed at next Board meeting.

Staff Updates:

- Delia Quinn has been out since October and Michelle Costa is helping with coverage in The Day Center.

FOCOA: (Presented by Betty Hinkley)

- The FOCO gave \$5,000 to the COA for van transportation.
- Bus Trip to Newport is schedule for December 11th. So far they have 29 people signed up to take the trip.
- End of year fundraising campaign for donations.

NEW BUSINESS:

- All Board members were presented with copies of the notice about the holiday gathering at the Odd Fellows Hall.

PUBLIC COMMENT: None

ADJOURNMENT:

- With no future business, Chairman Suits asked for a motion to adjourn the meeting. Phil Halkenhauser motioned to adjourn, which was seconded by Sandy Marshall. Meeting was adjourned at 2:14 pm. Motion passed 6-0-0.

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

The next COA Board Meeting will be held on Wednesday, January 22, 2014.

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

Minutes approved by the Orleans Council on Aging Board at their meeting held January 29, 2014.