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Sent: Tuesday, October 03, 2017 6:24 PM

To: rogwayne@verizon.net; Paula Burke

Subject: COA Board Meeting Minutes 9/12/2017

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTOR'S MEETING
NEW TOPSFIELD TOWN HALL MAIN CONFERENCE ROOM
SEPTEMBER 12, 2017 4:05 PM

MEMBERS PRESENT: Martha Davis, Penny Rogers, Bill Quinn, Bette Cullinan, Ruth Lucy, Florence Brady, Elaine Crippen, Charlotte O'Toole.

ALSO PRESENT: Topsfield Resident Mary MacDonald from Rest-Stop-Ranch; Mary's husband, Carl Ackerman; Maggie Chiffer, Masco student, who is interested in helping with a dementia friendly program; Lynn Burmudez, potential BOD member; Kathy Faust, Friends of the COA Liaison; Paula Burke, COA Director.

I. APPROVAL OF THE MINUTES: Motion made and seconded to accept the August, 2017 minutes of the BOD Meeting. 8 Ayes; 0 Nays.

II. DIRECTOR'S REPORT:

- Report given to the Board of Selectmen on COA activities update which can be viewed on You Tube.
 - Topsfield's Amy Latimere, President of the TD Garden, greeted and talked about the history of the Garden on the COA's recent trip to the Garden for a tour.
 - The owner of Ipswich Ale talked to Seniors at the Ipswich town outing.
 - Seniors went to lunch at Strega. A wonderful opportunity to eat excellent food a discount. Will do again in 6 mos.
 - Schooner Adventure outing from Gloucester was very well attended.
 - COA is promoting Mahjongg instruction along with the Topsfield Library on Wed. afternoons beginning in Oct.
 - TRIAD Tips will be on ongoing program on the first Wed. of the month during Coffee and Conversations time.
- Next program will be on decluttering. TRIAD will hold the Nov. session on the 18th.
- Upcoming programs include: Adventures in Woods Hole; Octoberfest on Oct.. 12th at 5:00 PM and launching of the memory cafe in Topsfield.
 - On the new website for the Town of Topsfield, the COA will have a page.
 - Friends have continued to be supportive to COA with ongoing Market Basket gift cards, cakes, and odds and ends.
 - Grants for transportation at \$2,300. Looking to get a back up driver.
 - COA logo was discussed and a few suggestions were made to improve the look.

III. FRIEND'S LIAISON REPORT:

- Nothing to report, as the friends did not meet during the summer months.
- Moment of silence out of respect for COA FRIENDS member, Merelyn Adams.

Any Questions Before We Begin?

The Global Memory Café Movement since 1997 (Netherlands)?

Our Memory Café in Topsfield (at our home & gardens) since 2015?

Facts ~ Framing the Discussion

The rate of people aging with memory loss is blossoming due to:

- A. More people are living longer than ever before with modern medical interventions
- B. More people are aging at the same time (i.e. The Boomer Generation)
- C. Environmental factors
- D. Lifestyle factors
- E. Genetic factors

According to the Alzheimer's Association, families in our local community impacted by Alzheimer's/Dementia is now 1 in 3, and soon will be 1 in 2.

The experience living with and caring for someone with dementia is a most difficult human experience, according to professional experts and research literature.

Memory Cafés offer an oasis of social welcome and inclusion for people living with memory loss and their care partners. Since 2015, We have offered a Memory Café in the Garden, and people have traveled a distance to experience it. Since 2016, we are funded partially by the MA Department of Developmental Services. (See handouts, posters)

Advocacy ~ Requesting Collaboration with the COA

We wish to serve more of our Topsfield neighbors impacted by Alz/Dementia, and believe we can achieve more success through collaboration with the COA in the following ways:

1. Inclusion in the COA Newsletter Events Calendar: Memory Café (Selected Saturdays, 10am - 12pm); will help more Topsfield residents to be aware of the program.
2. Offering a Memory Café year-round will strengthen community engagement. We hope to use an indoor space with wheelchair-access, sponsored by the COA, during the winter months (November - March). (See draft budget attached)

Next Steps

If we agree to collaborate, we'd love for a COA member to join us in-person or via call-in for:

The next state-wide "Percolator Network" meeting

When: Thursday, September 14, 1:30 - 3:00pm

Where: Jewish Family & Children's Services, 1430 Main Street
Waltham, MA 02451

Contact: Beth Soltzberg, Email: bsoltzberg@jfcsboston.org;

Phone: 781-693-5628

I have two seats available in my pickup truck if anyone wants to join us in-person, please call or e-mail me ahead of time, meet at our home, 202 Haverhill Road, at 12:15pm.

Mary E. MacDonald email: mary@marymacmissions.com; phone: 978-887-4202

Sample Memory Café Budget ~ For Discussion

Ongoing Program Expenses	Description	Per Event	5 month estimate	Topsfield Resources	Topsfield
Program & Staff/Volunteer Coordinator	Estimated 8 hours of work time per café session (@ \$25/hr.)	\$200	\$1000	Mary E. MacDonald will volunteer overall leadership (Dementia Friendly Community + Memory Café) and will be assisted by COA Volunteers	\$0
Artist/Facilitator honoraria	Facilitator of inclusive programming (drum circle, music, dance, art, horticultural therapy, yoga dance, chair yoga, meditation, etc.) (1 hour @ \$125/hr.)	\$125	\$625	\$500 Topsfield Cultural Council Grant for Mary E. MacDonald, to be Creative Director/Facilitator for 5 Memory Café Events, November - March	\$500
Program Staff	On-site staff help with event set-up (.5 hour), break-down (.5 hour), assistance during event (2 hour event); Dementia-Care Hospitality Helper; helps to ensure safety, orientation, engagement, program sign-in, program evaluation, etc. (3 hours @ \$25/hr.)	\$75	\$375	COA Volunteers	\$0
Program Space Rental	November - March Winter Program Space (1st and 3rd Saturdays reserved)	\$50	\$250	Trinity Church	\$250
Refreshments	Box of Joe from Dunkin' Donuts	\$20	\$100	Provided by Friends of COA	\$0
Refreshments	Bottled water	\$10	\$50	Provided by Friends of COA	\$0
Program Materials	Dependent on Program Choice	TBD	TBD	Provided by Program Facilitator(s)	\$0
Marketing/Copy Services	Calls, Flyers, Cards, Brochures, Ads, Mailings, etc.	TBD	TBD	Provided by COA Staff/Board; Friends of the COA	\$0
Program Insurance	Insurance needed for program held at Trinity Episcopal Church, Topsfield	TBD	TBD	Included as part of umbrella COA Program Insurance	\$0
Overhead cost	at 12.5% of direct expenses	TBD	TBD	-	-
Total Ongoing Expenses		\$480	\$2400	0	\$750

Sample Budget Prepared by Mary E MacDonald for 9/12 Topsfield COA Board Meeting
~ re Topsfield Memory Café (Winter Season, November 2017 - March 2018)

Sharable Resources Owned by MaryMac Missions LLC

Inclusive Memory Café in the Garden ~ MA State DDS Funded Program Investments

Start-up (one-time) Expenses	Description	Amount
Program & Volunteer Coordinator	Approximately 50 hours of season-preparation time (@ \$25/hr)	\$1250
Outdoor Signage	Weather-resistant signs direct traffic flow and foot traffic	\$750
Hearing Assistive Devices	FM Listening System accommodates up to 4 participants (1 transmitter, 4 receivers)	\$1000
Activity: Drums and Dancing	Beat Boxes, Hand-held Drums and Percussion instruments that strap onto wrists and ankles. Colorful scarves, and dancing therapeutic props such as the Octaband (http://danceforconnection.com).	\$1000
	Total Start-up (one-time) Expenses	\$4000