

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING  
NEW TOPSFIELD TOWN HALL: 461 BOSTON ST., TOPSFIELD, MA  
MAIN CONFERENCE ROOM  
OCTOBER 10, 2017, 4:00 PM

PRESENT: Jolene Guerra, Florence Brady, Elaine Crippen, Lynne Bermudez, Martha Davis, Bill Quinn, Penny Rogers, Charlotte O'Toole, Bette Cullinan.

OTHERS PRESENT: Tony Soltis, potential new member of the COA Board; Paula Burke, Director of Topsfield COA; Kathy Faust, Friends of the COA Liaison.

I. APPROVAL OF THE SEPTEMBER BOARD MEETING MINUTES: Motion made and seconded to approve the minutes of the 9/12/2017 meeting: 8 Ayes; 1 Abstained.

II. DIRECTOR'S REPORT:

- Bill Quinn has been asked to be on the Town Bldg. Committee Fund Board to raise capital for defined projects. The renovation committee is finding more expenses than anticipated. Refurbishing the kitchen could be \$10,000 over budget so there will need to be new funds raised to have a warming oven, etc. Bill will join the fund raising committee, but declined becoming its Chair. He may not be able to remain on the COA Board and the Town Hall Fund Board as well.
- Paula reported that the Institution for Savings contributed \$50,000 to the COA in Amesbury and that some of the Topsfield corporations may be willing to help furnish rooms in the renovated Town Hall.
- The new town website is up and running with a section for COA. Paula will be adding agendas, COA minutes and the SCOOP to the website for all Topsfield residents to see. Sue Winslow and Dept. Heads put items on the website.
- Many new activities are scheduled for upcoming holidays including Methuen Memorial Music Hall's Open House; Keith Lockhart and the Boston Pops in Lowell; "White Christmas" production in Portsmouth and the COA's Holiday Party.
- The 2017 Manhattan Short Film Festival ( a competition) at the Shaolin Liu Theater in Rockport was a big success and a daytime trip back to Rockport is being looked into perhaps for spring.
- American Mahjongg has started in a partnership between the COA and the Topsfield Library on Wednesdays from 2:00 to 4:30 PM. Instructional sessions for beginners.
- Zumba is back in session on Thurs. at 10:00 at Trinity. There will be free sessions on 3 Thursdays in November.
- Octoberfest is all set for 10/12/17 with Ramblin Rick back to entertain. This dinner will be held at Trinity and Side Kim will cater. Mary MacDonald, from the Memory Cafe and Maggie Chiffer, a Masco student, will explain their rolls in helping to promote Topsfield as a dementia friendly town to those attending the dinner. The Memory Cafe is scheduled to begin at Trinity on Nov. 4th between 10AM and 12 PM.

III. FRIEND'S LIAISON REPORT AND LIAISON COMMUNICATION:

- Friends made \$770 intake at the spring Strawberry Festival. There was about \$287. in expenses, giving a profit of \$495.

-As a group, the Friends are very excited about the COA being involved with the Memory Cafe and Mary MacDonald's interest in raising awareness about dementia in Topsfield.

-They are making goals for what their funds will be used for in the new town hall space. Money that the Friends raise on their own will not be directed into the Town Hall Building Committee Fund.

#### IV. OLD BUSINESS:

-The dementia friendly Memory Cafe starting at Trinity in November will be led by Mary MacDonald who will pick a focused activity each month. There is a memory cafe in Waltham. Paula is looking for persons from our COA Board to be liaisons with the Memory Cafe from Nov. thru March when weather will make indoor programming necessary. Gatherings will be held at Trinity on the first Saturday of the month so as not to conflict with the Top Shelf pantry. Jolene Guerra, Bette Cullinan, and Lynne Bermudez expressed interest in forming a sub committee to begin developing the partnership with the Memory Cafe. Jolene is to be the point person.

-COA Chair, Penny Rogers, pointed out that meetings of the sub committee need to be "open meetings" with an agenda. When 2 or more board members meet to "discuss and deliberate", it's a meeting. Penny will take care of posting meetings.

-COA will be involved in the Santa's workshop during the downtown holiday walk on Saturday, December 2nd. Seniors will assist local children in making ornaments. This will again be done at the downtown Karate Studio in the early evening.

- Senior Care requested data be collected on activities and transportation involved during COA events since they pay for this through a transportation grant. There is a scan of each person's fob code. Clarification is needed to reflect the ride piece and the event piece. Paula will quantify this and report back.

#### V. NEW BUSINESS:

-VOTE ON NEW BOD MEMBER: Motion was made and seconded to nominate Lynn Bermudez to the COA Board of Directors. Motion passed: 8 Ayes; 1 Abstained.

-INTRODUCTION OF POTENTIAL NEW BOD MEMBER: Town resident, Tony Soltis was introduced and gave a short verbal resume of his activities and interests as a Topsfield resident and his interest in working for and with seniors.

VI. MOTION MADE TO ADJOURN: Motion made and seconded to adjourn the meeting at 5:25 PM. Motion passed: 8 Ayes; 1 Abstained.

Next Meeting is on Tues. November 14, 2017 at 4:00 in the New Town Hall.

Respectfully submitted: Charlotte O'Toole, Recording Secretary

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