

# **Topsfield Council on Aging Board of Directors Annual Meeting**

**November 14, 2017, 4:00 PM**

**New Topsfield Town Hall 461 Boston St. Suite E6**

**Main Conference Room**

## **I. Approval of October Board Meeting Minutes**

## **II. Director Report**

## **III. Friends' Liaison Report**

## **IV. Old Business**

**Dementia-Friendly Report**

## **V. New Business**

**Time of Board Meeting**

**Emergency Preparedness/Comfort Station**

## **VI. Other**

TOPSFIELD COUNCIL ON AGING  
BOARD OF DIRECTORS MEETING  
NEW TOPSFIELD TOWN HALL: 461 BOSTON ST., TOPSFIELD, MA  
MAIN CONFERENCE ROOM  
NOVEMBER 14, 2017; 4:00 PM

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

OTHERES: Kathy Faust, Friends Liaison; Paula Burke, Director of COA; one interested resident of Topsfield.

I. APPROVAL OF OCTOBER BOARD MEETING MINUTES: Approved 9 Ayes; 1 Abstained. Correction of Lynne Bermudez' name in "New Business" section under "Vote on New BOD Member" ( Add "e" to the end of first name").

II. Director's Report:

- Passed out 12/1 edition of the Scoop. It will arrive early so seniors can book their trip to the Metheun Musical Hall on that day.
- Insert to Scoop, with Support Services included with addition of Memory Cafe info and contacts for programs for serving those with dementia. Next Memory Cafe will be at Trinity on 12/16 from 10-12:00. Board members will provide support service during sessions. Lynne Bermudez and Bette Cullinan have been assisting Mary Macdonald with her role in promoting the Memory Cafe and attending workshops relative to Topsfield becoming a dementia friendly community.
- The first indoor Memory Cafe at Trinity on 11/4 was a big success with 5 pairs in attendance ( client plus caregiver). Maggie Chiffer, a dancer from Masco is scheduled for Jan. The Scoop staff has put the schedule for Cafe events in the December issue from Dec. through March, 2018.
- "White Christmas" show does not have dinner out included in the outing. Leaves at 12:45 from Trinity.
- The COA trip to visit north shore towns to see memorials to veterans from different American wars was a great success. Three Korean Conflict Vets attended the Coffee and Conversation session on our country's involvement. Norm Isler shared his wartime experiences with seniors at Trinity.
- During the recent power outage, town offices were closed. The first ever emergency "comfort station" was set up at Proctor School, where those without power could grab a hot soup meal, charge their electronic devices, stay warm and see other people. Showers were made available at the "Y" in Ipswich for those with no running water. Police notification went out over the

phone, but those without power or charged cell phones, never got the message. Students from Masco went door to door at Great Hill to let seniors know about the shelter at Proctor School. Norm Isler oversees the Topsfield Trust that will get eight \$50.00 gift cards to people who lost much of their food with the outage.

- Trinity will be hosting a Parkinson's Fitness Class on Tuesdays at 1:00. Laura Proctor will talk about it at the Holiday Party.

- A town wide Decluttering Day is scheduled for 11/18 at the Fairgrounds. COA bus can pick up items from the homes of seniors. Junk, Junk, Baby will take the items from the Fairgrounds and bring to Savers in Danvers. The event runs from 9-12 and they will take anything that is safe to transport. TRIAD did most of the organizing for this event.

### III. FRIEND'S LIAISON REPORT:

- A check for \$150.- was sent to Scleroderma Foundation in memory of Merelyn Adams. Sue Welton and Nancy Beirne are interested in joining the Friends and will be present at their next meeting. The Friends are now up to 10 members.

### IV. OLD BUSINESS:

- Dementia-Friendly Report: The sub-committee of the Open Meeting for the Dementia Friendly Group met in October, prior to the first Trinity Memory Cafe. The sub-committee, consisting of Lynne Bermudez, Bette Cullinan, Paula Burke and Mary MacDonald will share minutes with the COA Board at large. They attended a recent conference on dementia friendly programs that was held in Marlboro, MA. They hope to take part in other educational opportunities.

- Mary Macdonald would like 2 volunteers from the COA Board at each Memory Cafe, arriving at 9:45 on the Cafe mornings to help individuals and caregivers where needed. Senior care is promoting dementia awareness programs through emails that will go out on Monday mornings of the cafe week.

### V. NEW BUSINESS:

- The town and COA will be looking to expand an emergency program of being prepared for future emergencies, including Comfort Station and notification.

- Tony Soltis is not able to become part of the COA Board at this time. His tight schedule should ease up in the spring and he would be interested in joining the BOD if there is an opening at that time.

- Discussion of what skills a new board would could bring to the COA: someone with ability to envision the space, design layout, furnishings, etc. when the Town Hall Renovation is finished. Also, someone with musical

connections for concerts, group participation at social events, etc. would be helpful for all seniors and those with dementia.

- Paula and Bette Cullinan will be checking out the popularity of Pickle Ball at the Newburyport COA soon, as a possible future activity for Topsfield COA.

VI. OTHER:

- Move time an hour earlier for COA Board Meetings during standard time months.

- Bill Quinn will chair the Dec. board meeting in Penny Rogers' absence.

Motion to Adjourn at 5:10 PM. Motion seconded and passed: 9 Ayes, 1 Abstained.

Next Meeting is on Tues. December 12, 2017 at 3:00 PM in the New Town Hall.

Respectfully submitted: Charlotte O'Toole, Recording Secretary