

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS
OCTOBER 9, 2018, 4:05 PM
TOPSFIELD TOWN HALL, 8 WEST COMMON ST. TOPSFIELD, MA
2ND FLOOR CONFERENCE ROOM

PRESENT: Penny Rogers, Ruth Lucy, Kim Love, Bette Cullinan, Charlotte O'Toole, Jolene Guerra, Martha Davis, Elaine Crippen.

OTHERS: Kathy Faust, Friends' Liaison; Paula Burke, COA Director; Dick Gandt, Selectman.

I. APPROVAL OF THE SEPTEMBER BOARD MEETING MINUTES: Motion was made and seconded to approve the September minutes as written. All approved: 7 Ayes, 0 Nays.

II. DIRECTORS REPORT:

- Paula showed how recycled/reclaimed items are being used in the new office space such as shelving, technology table that had been Paula's desk at 46 Boston St.
- The COA activity room will be available for COA from 8AM-5PM. It will be available for other town offices to use after that. Other town hall spaces are also available for COA to use if we prior request it.
- We can move into the Public Hall easily if over 30 attend a weekly lunch. Can be done quickly with stored tables and chairs.
- Vinnny Mortellite has proposed using the Public Hall for Monday afternoon movies and perhaps TED talks on Fridays. Present activities will move over from Trinity beginning November 1st, except "Dancing Out Dementia", which will continue with Maggie Chiffer at the same time, in the same space, going forward.
- Over 70 seniors have signed up for the NovemberFest dinner on November 1st. The Public Hall can accommodate up to 100 people. This is not an event for children, unlike the Friends and Family event in the spring. This will be the first dinner in the restored town hall and the Friends of the COA are generously paying for it to be catered by Henry's.

III- FRIENDS' LIAISON REPORT:

- Friends have purchased several coat racks and they will be assembled and placed near the stage in the Public Hall and in the activity room.
- The Friends were impressed by the new Dementia Friendly map of the fairgrounds with clearer signage and volunteers who were identified by the large blue buttons with a flower who were available to help those in need.
- The Friends want to contribute to the COA in Lawrence which is involved in helping many seniors recently impacted by the gas related disasters.
- The Texas Roadhouse fundraiser is in 2 weeks, on October 25th. 20% of the proceeds of the meal and drinks will be given to the Friends. There will also be 3 large raffle baskets at the event. It is the same day as the Traveling Chef luncheon at Trinity.

IV- OLD BUSINESS:

-The Institution for Savings sent a check for about \$500.00 to be used at the a COA Swiping Desk as people enter the COA area of the town hall. More requests for specific items will go to the Inst. for Savings as the needs become known.

-Ribbon cutting will take place on Saturday, October 20th at 10:00. An open house with tours and refreshments will take place until 2 PM. All food and drinks are being donated by Topsfield businesses.

-The next Dementia Friendly training will take place on Oct. 30th in the Public Hall. The Historical Society will be hosting the meeting. Upcoming trainings will be for the Daybreak and the Peoples Bank employees, both in downtown Topsfield. They will have a logo to put in their window that says "We are Dementia Friends".

-A vote was taken to adopt the new logo for the COA that was designed by Kim and Jim Love.

It shows TOPS COA and a tree in the center. 7 Ayes; 0 Nays.

V- NEW BUSINESS:

- Senior Care needs a new representative for Topsfield on their board. Ella Gutowski, former representative has resigned.

- Board members are encouraged to attend the Town Hall Ribbon Cutting Ceremony and Open House on Oct. 20th.

VI- OTHER:

-The financial status and ongoing budget issues of the COA were discussed. At present the budget is being monitored by the COA director and Board Chair. After November 1st, Paula will be in one place and will review the budget quarterly and share if there are concerns with the Board.

Motion was made and seconded to adjourn the meeting at 5:07. All in favor. 8 Ayes; 0 Nays.

Next meeting: Tues. 11/13/2018 at 4:00 PM in the Town Hall, 2nd Floor Conference Room.

Respectfully submitted by Charlotte O'Toole, Recording Secretary/Clerk