

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING  
NEW TOPSFIELD TOWN HALL: 461 BOSTON ST. TOPSFIELD, MA  
MAIN CONFERENCE ROOM; DECEMBER 12, 2017, 3:10 PM**

PRESENT: Elaine Crippen, Florence Brady, Martha Davis, Ruth Lucy, Bette Cullinan, Charlotte O'Toole, Jolene Guerra, Lynne Bermudez.

OTHERS: Kathy Faust, Liaison for Friends of the COA; Paula Burke, Director of Topsfield COA. Mary MacDonald and Maggie Chiffer, Topsfield residents, present to address Memory Cafe.

I. APPROVAL OF THE NOVEMBER BOARD MEETING MINUTES: Motion made and seconded to approve the minutes of the 11/14/17 meeting: 8 Ayes; 1 Abstained.

II. DIRECTOR'S REPORT:

- Very busy time for the COA. The Topsfield Holiday Walk from 3-7 PM, brought seniors and over 100 young children together to make ornaments at the downtown Karate Studio. About 300 adults came with their children to observe and join in the fun.

The senior Holiday Dinner Party at Trinity was a big success. 107 attendees. Wonderful entertainment with Laura Proctor from Trinity leading the singing. Centerpieces by the New Meadows Garden Club were festive, looked beautiful and were part of the many raffle items. Nancy Beirne has offered to take the lead next year in coordinating the many planning tasks for the dinner party.

- A north shore trip to visit the "Women in Business" shops in Essex, Rowley and Ipswich, was a delightful adventure of exploring small, unique and artistic boutiques near Topsfield that are run by local women. Lunch at the Village Restaurant in Essex did not disappoint.

-On Jan. 19, 2018, the COA has been invited to attend the inauguration of the new President of Salem State as part of our "Back to Campus" program. This will combine with other activities on the Salem campus.

-The production of "White Christmas" at the Portsmouth Music Hall on 12/6 was just what was needed to get us in the Christmas spirit. Excellent seats and talented performers. Wonderful theater day trip.

-Game day on Mondays at Trinity is not as busy as it has been in the past. May need to wait till we're in the remodeled Town Hall for it to get consistent attendance. Town Hall is still on course to re-open in late 2018.

-Knitting is still going strong at Little Brook site.

-New bus driver, Ed Blum, is working out well, with the bus use now available M-Th. for shopping, trips and appointments. Rides for appointments need to be scheduled 48 hrs. in advance.

- It costs approximately \$200./ mo. to put out the Scoop. Not reaching all seniors in Topsfield. Seniors have to request it or have someone request it for them.

-Total budget for next year for the COA is \$122,000, (including salaries, programming, rent at Trinity, etc.)

up from last year by about \$10,000. The Friends pay for much of what we do. They pick up Market Basket charges for paper goods, gloves, etc. They paid \$10,000. of our rent while using space at the Emerson Center. The recent Christmas party cost about \$10./person to put together.

-No word yet about a Valentine Party for Seniors like the one held last year at Emerson. A multigenerational "Family Dinner" will happen in June. Hope to repeat the Octoberfest in the fall with the traveling cooks from Side Kim Catering. (Same company that provides the food in Meals on Wheels.) Last year's Octoberfest averaged \$3/person. The formula grant averages \$10/person. It cannot cover food, but can be used for entertainment. Title 3 Grant covers transportation.

### III. FRIENDS' LIAISON REPORT:

-Sue Welton and Nancy Beirne are the new members to the Friends and are very enthusiastic. Darcy Fulton did a great job as the charge person for the Holiday Walk. The Friends donated money to help light the trees on the Common. Over 17,000 lights had to be installed and there were many more trees lit up this year.

### IV. OLD BUSINESS:

-Maggie Chiffer, a dancer and Masco student, will begin presenting dance programs for seniors in January. These will be part of the Memory Cafe and Lunch and Learn programs and will run through the spring. Maggie is developing a project called "Stamp Out Dementia" for her Gold Award and has done a great deal of research on dementia. Her website: [danceoutdementia.com](http://danceoutdementia.com) is up and running.

- Mary MacDonald thanked those who have stepped up to the challenge of becoming the first Dementia Friendly Topsfield Team members: Lynne Bermudez and Bette Cullinan. Ten "pairs" came to the first indoor Memory Cafe at Trinity in November. Since 2015 only one couple from Topsfield has come to the outdoor Rest.Stop.Ranch, so the program at Trinity is off to a good start. The Memory Cafe on Dec. 16th will be a Drum Circle facilitated by Mary and will include all. Anyone from the community is invited and encouraged to attend and participate.

### V. NEW BUSINESS:

-A training was just held for 5 COA members to be able to spot individuals with dementia and assist them.

The goal is to train all in Topsfield with practical skills of what to do when people wander. Become a "Dementia Friend Champion". Minnesota leads the country in dealing with issues around dementia. Training takes about 1 hour. Need someone in town to be the contact person around these trainings. Trainings could take place among seniors in conjunction with one of our dinners or other functions. Maggie Chiffer at Masco, could bring awareness to high school students about becoming a "Champion". People in early stages of Alzheimer's aren't usually aware of it. By 2050, 500,000,000 people worldwide will have Alzheimer's disease. Society needs to make interactions kinder for those who are confused.

### VI. OTHER:

- Bill Quinn, a member of the COA Board for many years, including serving as Vice-Chair, has officially resigned and will be serving the town as a member of the private Fund Raising Committee for the remodeled town hall.

- Nominating Committee needs to become active. Need to add members to the board who will find activities that seniors will join. Need to find person who could honestly work on small repairs, painting, etc. Would like to find person who is good at decorating and choosing furniture for the remodeled town hall space. Person with a nursing background or artistic interests would be a bonus.

MOTION TO ADJOURN: Motion made and seconded to adjourn the meeting at 4:15 PM. 8 Ayes; 1 Abstained.

Next meeting: January 9, 2018 at 3:00 PM in the Conference Room of the New Town Hall.

Respectfully Submitted: Charlotte M. O'Toole, Recording Secretary