

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING
TEMPORARY TOPSFIELD TOWN HALL
461 BOSTON ST., TOPSFIELD, MA
MAIN CONFERENCE ROOM**

FEBRUARY 13, 2018 3:00 PM

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

OTHERS: Paula Burke, Director of the Topsfield COA, one potential new board member and Dick Gandt Selectman.

I. APPROVAL OF THE DECEMBER, 2017 BOARD MEETING MINUTES: Motion was made and seconded to approve the minutes. They were approved 9 Ayes, 0 Abstained, with the inclusion of the amended paragraph below.

" The goal of the Dementia Friends (the info sessions that will be given to residents throughout the year) is to help raise awareness of dementia among people in town, to learn the signs of dementia and the small ways each of us can make their life easier. It's not to train people what to do if people with dementia wander. Also, the larger initiative is called Dementia Friendly Topsfield. We have three goals for 2018 for this initiative: 1. Raise awareness of dementia (that's where the info sessions and Maggie's work with Masco students comes into play). 2. Train businesses and organizations on how to make it easier for people with dementia to do business with them. 3. Help publicize the social and support services available in Topsfield and at the regional and state level for people with dementia and their caregivers."

II. DIRECTOR'S REPORT:

- Paula recently met with the Finance Committee to review COA expenses in providing services. The Scoop costs approximately \$200 a month. It's mailed to 600 seniors and others are placed in town locations for pick up by patrons of Box Top, library, etc. and other town businesses. Old software updates had cost \$400 and they are increasing to \$790. A relatively modest amount compared with other clerk needs.
- The new tracking system is showing more accurate participation numbers. Over 650 different seniors took advantage of van rides for events and appointments. Approximately 2,200 rides were provided over the past year.
- The Fin Com did not have many questions for Paula regarding COA expenses.
- The Topsfield Cultural Council awarded Mary MacDonald, of the Rest .Stop. Ranch, a grant of \$500 for facilitating the Memory Cafe Events over the 5 mos. they occur at Trinity.
- Some upcoming activities include:
 - March 8th- Step Dancers
 - March 13th- Town Hall Renovation Tour at 3:30 PM.

-March 20th RECC tour(Essex County Regional Emergency Communication Center) and lunch at Maple St.

Bistro

-April 16 and 17th -a tour of the Coast Guard Academy with stops in Mystic and at Mohegan Sun (overnight trip).

-Tour of Winfry's Fudge, Breakfast at Village Pancake in Rowley,

-April 24- a trip to the Trolley Museum

- April 28th- Earth Day Celebration

III. FRIENDS' LIAISON REPORT: No liaison present to report on upcoming agendas.

IV. OLD BUSINESS:

-Trinity continues the collaboration between the COA and Memory Cafe to rent space for the monthly Saturday Memory Cafe sessions and Thursday "Dance Out Dementia" classes with Masco dancer/student Maggie Chiffer. The Friends of the COA pays the additional \$25/session for use of the Trinity space.

-The second informational session presented by the Dementia Friends, Lynne Bermudez and Bette Culling will be held on March 19,th at 6:30 at the town library. The first session had 40+ people in attendance including Topsfield Fire Dept. and library staffs, as well as Maggie Chiffer and Mary MacDonald.

-Dementia Friendly Massachusetts continues to have regional quarterly meetings where representatives from Mass communities come together to share practical ideas. Lynne and Bette have been at the forefront in representing Topsfield in the statewide conversation.

-The Nomination Committee of the BOD including Jolene Guerra, Florence Brady, Elaine Crippen and Penny Rogers will be meeting before the next BOD Meeting in March to focus on the next Vice-Chair and new BOD members. One present BOD member has expressed interest in assuming the Vice Chair position.

V. NEW BUSINESS:

- COA has received a grant from the Tufts Health Plan Foundation for the "Bridges Together" intergenerational initiative. Topsfield seniors have been participating in arts and crafts programs with children from Trinity's preschool program, as well as reading books to the children in small groups. All enjoy the time together.

-Topsfield resident, Loren Rice, introduced herself, expressed interest in becoming a board member and gave a short verbal resume to the Board.

VI. OTHER:

- Lynne Bermudez announced her intention to run for election this spring to the Topsfield Board of Selectmen.

- Tony Soltis is still interested in becoming a member of the COA Board and is hopeful to join in the spring when his schedule allows.

Motion was made and seconded to close the meeting at 3:57 PM. All in favor: 9 Ayes, 0 Abstained.

Next Meeting: Tuesday, March 13th at 2:30 PM. at the Topsfield Library in the first floor community room.

This will be followed by an inside tour of the renovations to the Town Hall.

Beginning in April, 2018, Board Meetings will begin at 4:00 PM at the Boston St Town Hall.

Respectfully submitted by Charlotte O'Toole, Recording Secretary