

Topsfield Council on Aging Board Of Directors Meeting

December 14, 2021, 4:00PM

Topsfield Town Hall, 8 West Common Street

PRESENT: Chair, Penny Rogers and members Elaine Crippen, Kim Love, Bill Quinn Jr., Joan Chiffer, Steve Walsh and Lynne Bermudez

Others: COA Director, Kathleen Barbarisi

I. APPROVAL OF MINUTES:

Elaine Crippen made a motion to approve the minutes of November 9, 2021. It was seconded by Steve Walsh. It was carried by 7 ayes and 0 Nays.

II. DIRECTORS REPORT:

- Working on the newsletter for January and February
- Holiday on the Green went well! More trash barrels were needed in front of the library and trucks as trash was overflowing.
- Bingo at Little Brook Village was cancelled.
- Working on updating the email process on how often they go out to the public and maybe have a link each day for each event.
- Transportation policy, need to evaluate on how to make sure drivers are clear on what is expected and expected of them to follow the policy. More training would be necessary. There is a mobility issue that will be addressed in January 2022 during Staff Meeting to discuss this.
- The Flu Vaccine Clinic had computer issues with registration.
- Next Covid-19 Vaccine Clinic will be on Thursday, December 16th.
- In January, AARP will begin to assist with taxes on Wednesdays, Thursdays. It was suggested.
- Tax work-off forms will need to be returned by December 2021.
- Grab and Go meals will be given out on December 21st. There were 27 people that signed up
- Volunteers are needed for the January 8th Memory Cafe. Joan Chiffer suggested contacting MASCO.

III. REPORTS:

FRIENDS LIAISON: According to COA liaison Elaine Crippen

- Upcoming Holiday Concert with Justyna Giernola on Friday, December 17th at the Town Hall at 4:30pm. FRIENDS Board will be paying \$250 towards Justyna's performance.
- New Year's Eve celebration with Clyde Wheatly on Thursday, December 30th at the Town Hall at 4:00pm.
- In January, Tom Capano from "Fresh Look Designs", will be doing a flower demonstration.
- Next TED Talk will be on January 3, 2022 from 10:00-11:00am.

COMMUNITY CONNECTIONS (Dementia-Friendly Team, Intergenerational, Craft Connections):

- The Reading Program is going through a slow time and there is uncertainty about when it will continue.
- The Pen Pal Program is now back and underway!

INTERGENERATIONAL LIAISON: According to COA liaison Hannah Adelman-Menzer

- The Memory Cafe had a great intergenerational activity in making birds feeders. Mary is hoping to have more children be involved. It was suggested that maybe the Boy Scouts and Girl Scouts could get involved.
- Rest.Stop.Ranch would like to incorporate a virtual classroom at Proctor School and having break-out rooms.

CRAFT CONNECTIONS LIAISON: According to COA liaison Kendra Berube

- Kendra Berube was absent but the following was discussed:
There was a Card Workshop last week and 8 people attended and made beautiful Christmas Cards!
- Wreaths Across America begins this Friday, December 17th.

IV. OLD BUSINESS:

- Regarding the COA Budget, there was zero increase.

V. NEW BUSINESS:

- Joan Chiffer made the motion to approve the changing of the position of "Recording Secretary/Clerk to Kim Love and Elaine Crippen seconded the motion and carried 7 ayes and 0 Nays.
- Motion made by Elaine Crippen to adjourn the meeting and Bill Quinn Jr. seconded the motion and carried 7 ayes and 0 Nays at 4:56pm.

Next Board Meeting will be on January 11, 2022.

Respectfully submitted by:

Kim Love, Recording Secretary/Clerk

Documents:

Draft minutes for December 14th, 2021