

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING
TRINITY CHURCH 124 RIVER ROAD TOPSFIELD, MA
ACTIVITY ROOM JULY 10, 2018 4:00 PM**

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

OTHERS: Paula Burke, Director of COA; Kathy Faust, Friends of the COA Liaison; Annmary Connor, Director of Andover, MA COA; invited guests from a local Boy Scout troupe to observe an open town meeting.

I. APPROVAL OF MAY, 2018 BOARD MEETING MINUTES: Motion made and seconded. Approved: 10 Ayes, 0 Nays with the following corrections:

- under the Director's Report: "Peg will use the enclosed space in the remodeled Town Hall".
- James O'Brien talked about the history of the Topsfield Fair.
- Town Hall will be closed on Fridays as of 5/25/18.

II. DIRECTOR'S REPORT:

- The 2nd Family and Friends Dinner was another success, held at Trinity on June 21st. Thanks to the Friends of the COA for sponsoring this event.
- A new intergenerational initiative was introduced at the Friends and Family Dinner called Furry Friends. Jessica Bermudez, a Masco sophomore, will lead this service of having certified therapy dogs at future COA and Memory Cafe events. Looking into activities to combine Proctor School students and COA members once we're in the remodeled Town Hall.
- A concert on the Topsfield Common will be held from 4-6:00 on Sunday June 15th with the Providence Brigade Band performing.
- The Traveling Chef lunches will be starting in August and will be held each month with an informational talk by a member of SeniorCare, Inc.
- So far 15 people have signed up for the Newport trip to the Naval War College/Museum on August 21st. This will be in conjunction with the Topsfield Historical Society.

III. LIAISON REPORT:

- Institution for Savings denied request for a \$50,000. grant to help fund the COA space in the modeled Town Hall. Friends were very disappointed. May resubmit at a later date.
- Texas Roadhouse Fundraiser on for either Oct. 18th or 25th. Will give 20% of food and alcohol receipts to the Friends.
- many people have been donating to the Friends through the mailing with the membership renewal.
- the remodel of the Town Hall kitchen will be approximately \$35,000. This is significantly less than the initial quote for appliances. The Friends may be contributing to some of the cost involved.

IV. OLD BUSINESS:

- A My Senior Center Software presentation was given by Annmary Connor from the Andover COA. It costs about \$5,700./ yr. to implement the program, but COA could save \$3,000./yr. if pop up ads are included on the screens when seniors swipe attendance cards or touch the program screen for their options. If COA doesn't like the ads, they can be changed at anytime and COA would not be responsible for soliciting ads.
- A motion was made, and seconded, to approve the ad feature using the My Senior Center Software. Motion passed: 10 Ayes; 0 Nays.
- Motion was made, and seconded, to elect the following board members as follows:
Chairperson- Penny Rogers
Vice Chair- Bette Cullinan
Clerk (Recording Secretary)- Charlotte O'Toole
Motion passed: 10 Ayes; 0 Nays.
- Motion made and seconded to have Charlotte O'Toole as alternate signer on the warrants when Penny Rogers is unavailable. Motion passed: 10 Ayes; 0 Nays.

V. OTHER:

- All members of the COA Board have now attended a Dementia Friends informational session. Topsfield consistently is the leader in Massachusetts in this initiative.
- Approximately 700 volunteers at the Topsfield Fair will be attending informational sessions.
- A Dementia Information Session will be held at the Moakley Courthouse in Boston on 7/11/18.
- Kim Love discussed potential image changes for the new COA logo.

Motion made to adjourn the meeting at 5:34 PM. Next meeting will be Aug. 14 at 4:00 at
New Town Hall, 461 Boston St., Topsfield. Motion passed: 10 Ayes; 0 Nays.

Respectfully submitted by Charlotte O'Toole, Clerk

CHARLOTTE O'TOOLE
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