

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

TRINITY EPISCOPAL CHURCH, 124 RIVER RD., TOPSFIELD

COA ACTIVITY ROOM, SEPTEMBER 18, 2018 4:03 PM

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

OTHERS: Kathy Faust, Friends of the COA Liaison; Paula Burke, COA Director.

I. APPROVAL OF THE MINUTES: Motion made and seconded to approve the minutes of the August 14, 2018 meeting. Minutes approved with 8 Ayes, 0 Nays.

II. Director's Report:

-Hours in the new space will be 9 AM -4 PM Mon. thru Thurs. and 9 AM-12 Noon on Fri. The first hour of the day will be to set up for the day and have private appointments.

-November 1st will be NOVEMBERFEST, our celebration senior dinner in the Public Hall of the remodeled town hall. Beginning on November 1st, most activities that were held at Trinity will move to the new space.

-Thanks to the Friends of the COA for obtaining what the COA needs for the break room.

-The SENIOR SCOOP will officially be coming out every other month to save money. Planning ahead for two months is what the office staff has been doing anyway. Changes can be posted on the town website in the COA link.

-The Parker River Tour which was cancelled because of weather (9/11/18) will be rescheduled in November. The Fenway Park Tour (9/18/18) will also happen later in the fall.

-The Trinity parking area will continue to be used on trip days as there will not be enough parking for added cars at Town Hall. Dancing Out Dementia will continue at Trinity in the upcoming months.

-Kim Love, from the COA Board, will be working 8 hrs./wk. at Rest.Stop.Ranch for Mary MacDonald to help with organization, volunteers and administrative work. The Memory Cafe will continue in the cold weather at Trinity in the Activity Room beginning November 3rd. The Topsfield Cultural Council and the Friends will provide financial support (rent and materials) as well as refreshments for 5 months. Kim will act as a liaison between the Memory Cafe and the COA.

-On Dec.11th the COA will co-sponsor a trip to "Christmas in Newport" with the Topsfield Historical Society.

-The Topsfield Fair Parade Project will be an intergenerational project.

-The COA website is very busy with 50 new pictures of activities just put up. Lynne Bermudez put together a mission statement for Dementia Friendly Topsfield, including Dance Out Dementia and Furry Friends. Lynne will be able to make changes on the website as it pertains to Dementia Friends. The newsletter, SENIOR SCOOP, is on the website. Family members can see what parents can do!

- The Traveling Chef with a Senior Care representative will be coming once/month to educate seniors about issues important to them. If more than 25 people attend then the function will be held in the Public Hall.
 - A motion was made and seconded that there will be no charge to transport senior persons between their home and COA site for COA functions. Motion passed. 8 Ayes; 0 Nays.
 - Transportation Policy needs to be revisited in January, 2019 to get clearance about Topsfield volunteers transporting seniors in private cars for appointments and what coverage is needed.
- Donna Rich in Town Hall will present questions on insurance.

III. FRIENDS LIAISON REPORT:

- On 8/18/18, Friends met and had a list from Donna Rich about what was possible to fund regarding the equipment in the break room next to the space that the COA will occupy. The Friends voted to give \$28,900.00 to equip the break room with a refrigerator, microwave, prep table, warming oven on wheels. The Friends bought the equipment from Tri City Sales and a restaurant supplier.
- Money was sent to obtain the My Sr. Center swipe station. Sturdy coat racks were also obtained that can be moved around. They may be placed in the stage area of the Public Hall.
- On Oct. 25th, there will be a Texas Roadhouse fundraiser with basket raffles. The Friends will receive 20% of the food and alcohol intake of those who designate COA to benefit.

IV. OLD BUSINESS:

- Elevator will be approved this week.
- Karen Monez, a former Mrs. Essex County, is now a member of the DF Team along with Lynne and Bette. They are collaborating to help Topsfield to have the first Dementia Friendly Fair in America. Jim O'Brien, Topsfield Fair General Manager, has been very supportive of the Dementia Friendly movement.
- The Daybreak and Peoples Bank will be businesses trained in the near future and have a sign in the window that says Dementia Friends. Kathy Curran and Kathy Armstead will be trainers for businesses. Bette Cullinan and Lynne Bermudez will train Kim Love who will train volunteers at Rest. Stop. Ranch.

NEW BUSINESS:

- Discussed the new COA logo. Official vote will take place at Oct. COA Board Meeting.
- Motion made and seconded to adjourn at 5:10 PM. Motion passed: 8 Ayes; 0 Nays.
- Next meeting will take place Tuesday, October 9, 2018 at 4:00 PM in the Activity space of the COA area of the Town Hall at 8 West Common Street, Topsfield.

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