

TOPSFIELD COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
JULY 12, 2016 4:00 PM
TOPSFIELD TOWN HALL
CONFERENCE ROOM

MEMBERS PRESENT: Penny Rogers, Florence Brady, Elaine Crippen, Lois Carpenter, Ruth Lucy, Martha Davis, Annette Cohen, Al Di Donato, Jolene Guerra, Charlotte O'Toole.

OTHERS: Christine Roman, Liaison from the Friends of the COA and one community observer.

Vote taken to accept minutes from previous month's meeting and seconded. Minutes approved, 10 Ayes 1 abstain.

DIRECTOR'S REPORT: (Given by COA Chair, Penny Rogers since new Director has not yet started.)

- New director, Paula Burke, will officially start Monday of next week.
 - Lunch and movies to begin in August. "Eddie the Eagle" to be shown. These will take place on the 1st or 2nd Thurs. of each month.
 - Newsletter, The Scoop, will be overhauled with more local events.
 - More games will be available in the AM in Emerson Center. Fewer scrabble participants for the summer.
 - 30-35 people are coming by to spend time in the Emerson Center each week.
 - 20 people signed up for the cookout on the Common.
 - May have to have new staff "certified to handle food", to allow them to cook/serve food at COA events.
 - 4 of our BOD Members have been re-sworn in to serve for another 3 years. Penny will look into Auxiliary membership. Auxiliary members don't vote but can step in if a vacancy opens on the board. No one presently applying for auxiliary membership at present.
 - Candidates for re-election are: Penny Rogers, BOD Chair; Bill Quinn, BOD Vice-Chair; Charlotte O'Toole, BOD Recording Secretary.
- Vote taken to re-elect. All 10 members present voted to re-elect. One abstained.
- Vote taken on payroll signature sheets to be used for paid staff. All approved, one abstained.
(Signature sheet passed around and all present signed.)

LIAISON REPORT:

- Friends of the Topsfield COA now has a Facebook page. Check it out!
- 2,600 membership and renewal notices were sent out to Topsfield residents and about 3% responded. A few more are expected to trickle in during the upcoming year.

OLD BUSINESS:

- Office daily business is going well with Penny assisting while waiting for the new director to start.
- Over 2,000 contacts were made to the COA last year either to participate in activities or to obtain help with having needs met.
- 36 people attended the Volunteer Breakfast at the Wenham Tea House last month. The cost was paid for by using the Formula Grant. If the money is not used we would lose it.

NEW BUSINESS:

- The bus is full (14 people) for the trip to the Ogunquit Playhouse on July 28th.
- The design and usage for the 1st floor space and auditorium by the COA in the Town Hall Restoration is still being developed.
- New replacement windows are being put in at Town Hall. This is part of ongoing repairs and not the start of the "big restoration".

Motion made to adjourn the meeting at 4:45 PM and seconded. 10 in favor; one abstained.

Next meeting: 4:00 PM on Tues. Aug. 9th in the Conference Room of the Topsfield Town Hall.

Respectfully submitted by Charlotte O'Toole, Recording Secretary