

TOPSFIELD COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
TOPSFIELD TOWN HALL CONFERENCE ROOM
JANUARY 10, 2017 3:40 PM

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

OTHERS: Kathy Faust, Friends of the Council on Aging Liaison; Paula Burke, Director of the Topsfield COA; Doran Donovan from TRIAD and one observing community member.

I. APPROVAL OF THE 11/29/16 BOARD MEETING: Approval of the minutes subject to correction as noted:

"A vote was taken regarding entering into a license (legally the same as lease) with Trinity Episcopal Church to rent space for COA Activities from 1/1/17 through 6/30/17. 10 Ayes; 0 Nays." This item was previously noted in the minutes for 11/29/2016 as stating: " Motion made and seconded to accept contract at Trinity Church for Jan. move. 10 in favor, 1 abstained."

II. DIRECTOR'S REPORT:

- It has been a good transition to Trinity Episcopal Church's space for COA use. Excited about possibility of having some multigenerational activities with the seniors and preschoolers. Dan Weir will be filling in for Rev. Jo Barrett while she's on sabbatical.
- A second bus will be transporting seniors to the State House on Friday, 2/13/17 for the tour and lunch. There has been a wait list and this extra bus from Danvers will accommodate all who want to go.
- People going on day trips will be getting picked up at Trinity starting in Feb. At home pick up is very time consuming. For the remainder of Jan., pick ups will be at Town Hall. This Friday, with 28 people going on the trip to Boston, this will be a look at how the surrounding parking spaces accommodate the number of cars belonging to trip takers.
- Bambi Snodgrass, tech expert, will be available to help seniors with their smart phones, tablets and computers on Mondays at Trinity.
- After Feb. Board meeting for COA, meetings will be held at Trinity beginning in March.
- Ballroom dancing starts next week, on 1/11 and will run for 3 weeks. Taught by Jim Moon. Signups have been good so far.
- Art Ventures had its first meeting last week with a trip to local painter Meg Black's studio. She demonstrated her paper making and painting with a turkey baster. A sample of her art work is behind the circulation desk at the Topsfield Library. Art Ventures will be collaborating with Northeast Arc in Danvers to do some hands on projects.*
- Trips: The "insiders" trip to West Point is on target for March 26-27. COA will be collaborating with the Topsfield Historical Society so many more will be going. Norm Issler will be handling reservations. Reservations need to be finalized in early February when all the costs/events will be detailed and final amount established. For seniors' safety, events for COA will not include alcohol. Charter buses from AA Metro will cost about \$60.00/person for the round trip.*

-On 2/25 the "Campus Redux" will begin with a series of athletic events, the first one being a men's basketball game in Providence with the Friars vs. the Golden Eagles. Tickets are \$20.- Paula's niece is a cheerleader for the Friars.

-The Holiday party was a huge success. Over 100 people attended. Brad Hill and Joan Lovely lended support. Rambling Rick provided entertainment with seasonal songs. COA anticipates hiring Rick for future events.

-Masco will be involved in a contest to design a logo for use by COA in letterhead, etc.

-COA new budget has been submitted to the Selectmen. Staffing hours have increased for all staff members. New software will allow scanning of participants rather than having Peg manually checking off attendees. The budget proposal will next go before the Finance Committee. If selectmen agree, the costs of using the Trinity space will be paid for through resident taxes and not by the Friends. May have to do a warrant article to pay for the \$600.

-We will not need to furnish the spaces we use at Trinity. The Church will provide for our needs.

-The office of the COA may be at Trinity rather than in the temporary Town Hall space at 461 Boston Street due to safety concerns for seniors.

II. LIAISON REPORT:

-Kathy Faust mentioned that despite the good publicity for the fundraisers last year, they were poorly attended. The town still is unaware of what the Friends do for the COA and that there are 1600 seniors in Topsfield.

-Tier pricing was discussed to boost membership in the Friends. If one supports the Friends, lunches would be \$4 instead of \$5, for example. Needs to have some benefit to joining as the Friends of the Library have. If each of the 367 people who came to lunches from Aug. 1st to Dec. 31st joined the Friends and paid their \$10, a lot of new money would be brought in for enriching programs.

A motion was made and seconded to begin to use "Tier pricing" for some pay as you go activities provided by the COA. The motion passed: 8 Ayes, 2 Nays.

- Two new members to the Friends Board are Kathy Curran and Kathy Mansion.

-Box Top Shops in Topsfield sent the Friends an annual check for \$500.00. The exact closing bank balance could not be accessed by Chris Roman prior to her going away on her trip.

-Friends have mixed feelings about having the COA use their credit card for transponder in trips to Boston and for upcoming theater events. Paula will explore how other COAs handle credit cards for events/trips.

-When Town Hall is completed, the Friends will contribute furniture for the alcove.

NEW BUSINESS:

- Bette Cullinan, a woman with experience in serving on many town boards, has applied to be on the COA Board of Directors. This did not go through the typical nominating process, since we did not have one in place.

A Nominating Committee will need to be formed going forward with a Chair, Secretary, members and meetings need to be "open". That needs to be clarified. Volunteers for this committee are: Bill Quinn, Florence Brady, Elaine Crippen, and Penny Rogers.

Motion was made and seconded to add Bette Cullinan to the COA Board of Directors to

fill the empty seat vacated by Lois Carpenter's recent move from Topsfield. Motion passed: 10 Ayes, 0 Nays.

Next Meeting of the COA Board : 2/14/2017 at 3:30 PM.

Respectfully submitted by Charlotte M. O'Toole and Florence Brady