

TOPSFIELD COUNCIL ON AGING  
BOARD OF DIRECTORS MEETING  
TOPSFIELD TOWN LIBRARY COMMUNITY ROOM  
FEBRUARY 14, 2017 3:30 PM

PRESENT: Jolene Guerra, Ruth Lucy, Florence Brady, Bill Quinn, Bette Cullinan, Annette Cohen, Elaine Crippen, Penny Rogers and Charlotte O'Toole.

OTHERS: Kathy Faust, Friends of the COA Liaison; Paula Burke, Director, Topsfield COA; one observing community member.

I. APPROVAL OF THE MINUTES: FOR THE JANUARY 10, 2017 BOD

MEETING: Minutes of the January 10, 2017 BOD Meeting were approved with 9 Ayes and 2 Abstained, subject to the following corrections:

- The amount given to the Friends of the COA from the Box Top Shops should read, \$3,500.00 and not \$500.00
- The new member to the Friends of the COA should read Kathy Yanchus and not Kathy Mansion.

II. LIAISON REPORT:

- The Friends of the COA is now large enough to form various committees to address different future projects and that will be happening soon.
- On 5/4/2017, another Texas Roadhouse fundraiser will take place. "Gold Tickets" will be distributed for those interested in attending. These will be available around town at various businesses and in local papers. When presented at the restaurant, 20% of the cost for food and drinks will go to the Friends. There will be basket raffles. The time for the event is 3 (set-up) -10 PM.
- The tiered process to attract more members to the Friends has been limited in success. The spring membership drive will include a return envelope ( not stamped) to see if that will help folks respond easier with their membership dues.

III. DIRECTOR'S REPORT:

- The March's rent has been paid with \$300 from the Formula Grant and \$300 from the Friends.
- The Zumba instructor's fee has \$25 coming from the Formula Grant and \$3.00 from each participant each week. ( A warrant was passed around for all BOD members to sign.)
- Relocation to the temporary Topsfield Town Hall at 461 Boston St. has been in process.

Phone and email will need to be shut down for a few days until Thurs. 2/17/2017. This does not impact the COA too much as people can find us at Trinity Church for anything important.

- The Topsfield COA will be celebrating 50 yrs. next year. Paula has been uncovering information about the early years of the COA from items stored in boxes in a closet in Town Hall. Bonnie Gulick has been helping to organize and store this history. Over 450 boxes have been packed. The COA move is in "good shape". If all goes according to plan, we should be in the renovated Town Hall in 18 mos.

- The trip to Providence for the men's basketball game has been cancelled and Paula will be selling tickets to interested persons who are not necessarily connected to COA.

- Paula met with the Fin Com Liaison, Dana Warren, who is devoted to COA causes. He would like to see a 5 yr. strategy for us. Paula put forward the need to have Beth brought up to Grade 5 from Grade 4; up to 40 hrs./wk. Beth presently works 30 hrs. and fills in when the Department head is not there.

- Paula will meet with the Finance Committee on 2/27/17 to put forth the new rounded up expenses with the help of the town accountant. The \$600 rent paid at Trinity should be paid for by the taxpayers. The software updates will cost about \$2,500 and there are increased bus driver costs as programming has increased. The Fin Com needs to be made aware of these COA needs.

- Peg will share office space with Veteran's officer in the new Town Hall space.

- The Insider's West Point trip on March 26-27th that is co-sponsored with the Topsfield Historical Society, is filling up. So far about 40 people have signed up, prepaying the transportation and most meals. There are about 6 spaces still available.

#### NEW BUSINESS:

- Beginning next month, we will have our Board of Directors Meetings at the new Town Hall site at 4:00 PM in the Main Conference Room. Vote was taken to have meetings there and members voted unanimously ( 9 Ayes; 2 Abstained) for this, which will give us needed visibility.

- The BOD will invite members of the COA Friends to meet at the new town hall space following our March meeting at 5:00 PM, to see how we can support each other. Paula will look into having name tags with the new Masco logo on it for members of the two boards to wear.

- There is an informal opinion survey that the various departments of Town Hall are asked to respond to concerning the closing of town hall on July 3rd since the 4th of July falls on a Tuesday. The board tabled the discussion to give advice about having the Monday off.
- The address of the new town hall site will be in the next newsletter as well as how to enter and leave the parking lot, including egress onto Wildes Rd.
- Trinity space aligns perfectly with how we will make use of space in the renovated Town Hall. The Congregational Church has come in with a lower rental rate since we moved to Trinity Church. "Something to be said for consistency" especially with seniors and not wanting to move another time. A bidding process may be necessary.
- Paula will look into how we can make use of donations in providing for the needed furnishing in the renovated Town Hall space and/or using funds to expand programming.

Motion to Adjourn: 4:53 PM. All 9 in favor, 2 Abstained.

Next Meeting: Topsfield Town Hall, 461 Boston St. ( Route 1 North). March 14, 2017 at 4:00 PM

Respectfully submitted by: Charlotte O'Toole, Recording Secretary

CHARLOTTE O'TOOLE  
[cmotoole@aol.com](mailto:cmotoole@aol.com)