

TOPSFIELD COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
SEPTEMBER 13, 2016
TOWN HALL CONFERENCE ROOM 4:00 PM

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

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

I. AUGUST MINUTES: Motion made and seconded to accept the August minutes of the BOD. 10 approved; one abstained.

II. DIRECTOR'S REPORT:

- Smooth transition to changes in the office. Positive feedback with office redesign.
- Peg, our data clerk, has met with Senior Care, Inc. regarding grant money distributed. Peg will be involved in the process of getting our funds from grants: tracking rides, numbers of seniors going to events, phone calls and those stopping by the office to have needs addressed, etc. Topsfield Cultural Council grants will be able to provide speakers/ entertainment for some of our COA events, such as a May luncheon with patriotic songs by Ms. Massachusetts 2015.
- COA office will be updating software relating to Peg's data collecting. Present system is over 10 yrs. old and outdated. Exploring who will pay the \$2500 for the system and the \$800 annual user fees. Software is called "my senior center.com". There will be a fob to swipe as you enter the office to keep track of who comes and goes and uses COA services.
- Planning to have a joint meeting with the Friends of the COA and the people who participate in the programs/services to bring about an awareness of what the 2 groups do. Very informal. Paula and Bill Quinn will lead the discussion.
- Outreach will continue to check on people to make sure they're healthy in the heat.
- Every other month there will be a "large event" that will be held in the main dining room. There will be a Halloween bash in October. Our current lease at the Emerson Center goes till end of December.
- Presently no active Cultural Council in Topsfield. Darcy Fulton will take over and maybe get banks to sponsor events. There is funding for about 6 concerts in a summer through the Rec. Dept.
- Lunch and Learn will start on Thurs. 9/15/16 with Chinese food and discussion of Town Hall Renovation. Paula will lead discussion: the \$34,000 for a warming kitchen. If space is rented, who cleans up after? What are our needs if many people are using space? Ask Friends to help get funding for space needs at COA. Locked cabinet for COA in our new area.
- Calendar for each month will be predictable. Mondays game day, Tuesdays trips, Wed Conversation and coffee, Thursdays lunches. Will have birthday lunches again..
- COA book club will start soon with initial selection : Two Years in America by Topsfield's own Dr. Norman Goudreau.

III. LIAISON REPORT:

- \$480.00 made at Strawberry Festival with raffles.
- Friends will have their meetings after the COA Board has theirs, perhaps the following week.
- Friends will begin to have their morning meetings in the Emerson Center library.

IV. NEW BUSINESS:

- Need a more "fluid" part time van driver. Shopping trips will continue to have a suggested donation of \$2.00; \$4.00 will be the suggested donation for other trips out of town.
- Staff trainings will probably take place after the big move. May need to be out of the Town Hall by March '17 for the renovations.
- Jolene Guerra would like to see the Boston Post Cane reinstated in Topsfield. It is a cane that is given to the oldest senior in Topsfield each year. Someone will need to research what is involved in bringing the cane back to our town.

MOTION TO ADJOURN: Motion made and seconded at 5:23 PM. 10 approved; 1 abstained.

NEXT MEETING: Tuesday, October 12, 2016 at 4 PM in the Conference Room of the Topsfield Town Hall.

Respectfully Submitted: Charlotte O'Toole, Recording Secretary.