

TOPSFIELD COUNCIL ON AGING
BOARD OF DIRECTORS MEETING
OCTOBER 11, 2016
TOPSFIELD TOWN HALL
CONFERENCE ROOM 4:00 PM

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

OTHERS: Kathy Faust-Friends of the Council on Aging Liaison; Paula Burke- Director of Topsfield Council on Aging.

I. APPROVAL OF THE 9/11/2012 MEETING MINUTES: 11 Approvals; 0 Nays with the correction stating that there is an active Cultural Council in Topsfield.

II. DIRECTOR'S REPORT:

- At the last Board of Selectmen's Mtg., Paula informed those members that the COA budget for next year will be more than expected due to needed upgrades of software and technical support to make the office more efficient. (ie: info gathering Scanner and fob). Peg is comfortable with using a data collecting webinar.
- The newsletter, Scoop, will be available online on the town website before it appears in seniors' mailboxes. Event registration dates will be listed in the calendar and people can register for events before they get the hard copy in the mail. Wait lists will continue as always for popular outings.
- Sheilagh MacElroy is the newly hired bus driver and she will be available to drive in evenings and afternoons. Stan will continue to drive in mornings to Rowey for the Wed. food shopping trips. Calls for bus rides need to be made the day before ride is needed.
- Specialty lunches will be held on Thursdays. Brazilian BBQ was a big success. A Halloween Bash with entertainment is being planned.
- Mondays and Wednesdays will have added time slots from 1-2:30 for additional activities/programming.
- Peg had been keeping track of the statistics of those who have been participating in COA. Between 9/1 to 10/7/2016 (5 wks.): 268 people were involved in program events; 160 made use of transportation services; 459 people made contact with the office or Emerson Center activities.
- Outreach staff recently found a woman in need of assistance to relocate to a safer environment. Those who live alone are often in risky living conditions and COA can help.
- On Wed. 11/9/16 the relocating process will begin- where people will bid on where we will be relocated from town hall during the construction after 1/1/17.
- Beth reported to the Board of Selectmen that the COA is underfunded and that funding is needed for a Mass COA conference on the Cape.

- Applications for the Tax Work Off Program need to be in by 11/30/16. Peg will prepare grants in preparation for grants.(Title III, Formula, and Cultural Council)
- Volunteer base is being expanded to give needed breaks for those who have been involved with Meals on Wheels, etc., for long periods.
- Transportation: Election Day will have curb to curb shuttle service to get seniors to the polls. Shopping will have a \$2/suggested donation even though van will go to Rowley and Newburyport. No real shopping in Topsfield is available. \$4 other out of town trips.
- Intergenerational Initiatives: Coffee and Conversation will focus on topics of interest to Topsfield residents of all ages. "Holiday on the Green" will replace the downtown walk. It will be held on 12/3/16, the same day as the St. Rose Bazaar. It will begin with a 3 PM concert at Proctor School and have activities for all ages. Teens needing to complete their community service hours may be able to assist with COA involved activities.
- Public Relations: Friends of the COA on Facebook is doing a great job in posting COA notices for all residents to see. The Town Events Sign in front of Town Hall can be used to get the COA events more noticed.
- Collaborations: Doran Donovan will do the publicity for TRIAD.
- Outside Agencies: Linda Bissell, Janet Brown, Paula and Beth attended the Senior Care Volunteer Recognition Luncheon at the Danversport Yacht Club. Abby Jackson and Nancy Hood, received special recognition.
- Some Upcoming events:
 - Nov.30th: "Mame" at the Stoneham Theater
 - Dec. 3rd: Holiday on the Green- in Topsfield
 - Pipe organ concert in Methuen
 - Dec. 11th: Boston Pops with Keith Lockhart at Lowell Auditorium at 2:00 PM
 - Dec. 13th: Wreaths Across America
 - Dec. 8th: Holiday Dinner at Emerson
 - Dec. 21st: Masco Christmas Concert

Overnight trip: For spring '17 an "Insiders Tour of West Point" with an overnight stay at Thayer Hotel.

II. LIAISON'S REPORT:

- Gracia Clemson, former president of the Friends BOD, has resigned from the Friends Board. Marie Coyle now lives at Brooksby Village and will not be returning to her work on the Board, which is now very small. Yvonne Anderson will be Acting President. Still actively recruiting for more board members.
- Chris Roman will be meeting with the Institution for Savings to see if they can help finance some of the Friends projects going forward.
- The mailing to solicit members to support the COA was disappointing. Only 3% of the 1,500 people who received the mailing actually responded and became "Friends" with a donation.
- Proposed the possibility of having a tiered pricing for lunches (like \$4.- for members and \$5.- for non members). For example, the Friends of the Library get access to museum passes- a perk for being a "Friend".
- Should "members" of the Friends be called "supporters"? Tiered contribution gives privilege. The Friends is not a club and does not seek dues. Operates on donations. January will be a good time to introduce this concept.
- Kathy Faust will bring this information to the Friends Board Mtg. next week.

Motion was made to adjourn at 5:30 PM, seconded. 11 Ayes, 0 Nays.

Next Meeting will be Nov.29, 2016 at 4:00 PM in the Conference Room of Town Hall.

Respectfully submitted by Charlotte O'Toole, Recording Secretary