

Minutes of COA Board Meeting – June 13, 2018

Board Members Present: Pat Gold, Carol Airasian, Bertha Anderson, Dorothy-Jean Brown, Burt Greenberg, Esther Keaney, Mary Keenan and Alice Wadden

Staff Members Present: Anne-Marie Gagnon, Director of Senior Services; Debbie Dunn, Program Coordinator, Rae Grassia, Principal Account Clerk

Pat Gold called the meeting to order at 5:30 PM

Approval of Minutes of Last Meeting

The Board members reviewed the minutes of the May 9, 2018 meeting. Debbie Dunn noted that the Minutes for the May 9, 2018 meeting should be amended to include Rae Grassia in attendance. Amendment noted. Mary Keenan made a motion to approve the Minutes of May 9, 2018 with the amendment and Burt Greenberg seconded. Minutes approved as amended and it was suggested that the font be made larger for easier reading.

Pat Gold discussed the need to officially amend the Bylaws to reflect the change to the Board meeting start time which was approved at the April 11, 2018 Board meeting. Alice Wadden made a motion to accept the change. Dorothy-Jean Brown seconded. Bylaws amended to reflect 4:00 PM start time beginning with the July 11, 2018 Board meeting.

Review of Financial Statements

Anne-Marie Gagnon, Director, reviewed the financial statements. We are on target with end of year balances and most line item accounts will be paid down for Fiscal Year 2018.

Review of Senior Center Standards of Independence and Code of Conduct

Anne-Marie reviewed the Standards of Independence and Code of Conduct making note that she worked closely with the Library and the Town Attorneys to create both. The Senior Center is supportive of all visitors. All are welcome with priorities given to residents 60 and over and the disabled. Visitors must be able to care for themselves or have a companion while at the Center as staff is not trained to care for visitors. Since the implementation of the My Senior Center Consumer Database Management System we now have emergency contact information for our seniors along with allergy information. If we do experience any emergency situations both Police and Fire Departments are contacted. The Board discussed that it is necessary to have the policies in place and thanked Anne-Marie. The policies are posted at the Senior Center.

25th Anniversary Celebration

Debbie Dunn updated the Board on the celebration scheduled for June 15, 2018.

- a. The party is a sold-out event and we are completely booked. If we do have additional attendees they will all be welcomed to say hello. All seating has been assigned and all meal choices have been made.
- b. The event starts @ 11:00 AM. Set up will begin at 9:00 AM and the caterer arrives at 10:00. Debbie asked that volunteers arrive at 10:00 to set up the place card table, gifts, flowers and gift baskets.
- c. The Programs will list donors which at this time includes Watertown Savings Bank, Dunkin Donuts, Stop & Shop, Russo's, The Chateau, Ernie Berardinelli, Realty Executives, Marriott,

Joyce Funeral Home, The Snug Hingham, Nardone Funeral Home, MacDonald Rockwell Funeral Home, Watertown Mall, Rose Carabello, Barbara Nash, Devito Funeral Home as well as the Council on Aging Volunteers. Doors open @ 11:00. There will be four guest speakers with lunch approximately 12:05 and after lunch the festivities will begin with dancing and prizes and a performance by the Mellowtones.

- d. Pat Gold reached out to Charlie Breitrose from Watertown News and Anne-Marie contacted WCATV and the Watertown TAB for coverage of the event.

New Business

Mary Keenan noted that the Friends will meet the last Thursday in June (June 28) to discuss the Friends Annual Meeting in October.

The piano has been tuned and the broken key has been repaired.

The artwork for the Senior Center Art Show has been hung. Debbie asked that the Board vote for each of their favorite category as the art group decided on a competition.

The Part-Time Program Services Assistant position has been posted via the Personnel Department.

The School Gardens Coordinator Judy Fallows will be planting vegetables in the Senior Center Garden with preschool students.

The Watertown Fire Department will be presenting a 3-part series on Fire Safety and seniors at the Senior Center starting in late August. Metro West Collaborative Development will be hosting a 3-part series on housing and downsizing starting in September. Both programs have received funding from the Marshall Home Fund.

We are planning to host the 6-week Chronic Pain Self-Management Program this Fall. The program is offered through Springwell and their Healthy Living programs.

Marina Kirsanova, our Case Worker, will be a full time employee starting July 1st, going from 28 to 37.5 hours per week.

The Senior Shuttle Bus will be transporting senior shoppers every Wednesday starting in July; the first run will be for Mall Shoppers and then a trip for seniors in Public Housing to Stop & Shop on Watertown Street.

Interviews for the Board have been completed and Anne-Marie will be meeting with the Town Manager to discuss decisions.

Adjourn

Pat Gold made motion to adjourn and Esther Keaney seconded. The meeting adjourned at 6:35 PM.

Respectfully submitted,

Rae Grassia