

COA Board Minutes, January 23, 2020 2:00 p.m.

Meeting called to order at 2:00 p.m. by Chair, Marsha Stone.

Chair statement: this meeting is being recorded if anyone else is recording the meeting, please notify the chair now. There were no other recordings.

COA Members present: Dorothy Gagnon, Darrell Slover, Marsha Stone, Mary Williford, Karen McCormack, Marsha Staples-Love, Adele Corcoran,

Staff present: Hope Macary, Avery Schleeweis, MaryAnn Socquet.

Excused Absence: Janice Colbert, Pat Jordan, Peg Saulnier, Ginger Carson.

November 21, 2019 minutes accepted as presented.

Correspondence: Thank you note and donation from McCarthy Funeral Home for the good work the Senior Center does for the community. Thank you notes from Hope Macary to Walker Funeral Home for the beautiful wreath and Margot and Bob Peck for donating the proceeds from their hand crafted Pop-Up Craft Market.

Executive Committee: Marsha Stone.

- Petty Cash in balance.
- Discuss emergency evacuation plan.
- Have applications for the Food Services Coordinator position, waiting for interviews.
- New tables should be here sometime next week, present tables will go to other City Departments.
- Where to put the pool table to optimize room space.
- CAO Board Member training at Bernardston Senior Center on 2/25/2020.
- Our FY21 budget has been submitted to the Mayor.
- Reviewing Policies and Procedures.
- Plan to discuss the COA By-Laws and Charter update with the Mayor.

Staff Reports:

Director's Report: Hope Macary.

- HR is negotiating with applicant the Food Services Coordinator position, waiting for response.
- New tables should be here sometime next week, present tables will go to other City Departments.
- The City will be reopening up the Youth Center at 20 Sanderson St.
- Census Day is April 1st and will be completed on-line. We will help people with their census.
- Plan to discuss the COA By-Laws and Charter update with the Mayor.

It is time once again for our Board to renew their Conflict of Interest training, this can be completed on line. Go to website www.mass.gov/online-conflict-of-interest-law-training under municipal employees.

- Also review and sign off on the Sexual Harassment and Open Meeting Law.
- Charter update.

Volunteer Coordinator: Avery Schleeweis.

- There has been an increase in interest in volunteering.
- Updating Volunteer Manual.
- CDBG* grant will end in March.
- Planning our 2nd year intergenerational program which was “Books & Bagels” will now be called “Page Turner”.

Activity Director: Report by Hope, (Kathy managing census workshop).

- 75 people attended the Holiday Party and Buckley Health Care Center upped the number of meals donated from 60 to 75.
- Planning a Sewing Group.
- Also planning trips with Shelburne Senior Center.

Old Business: Further Discussion for setting up a Facebook page. No COA member has offered to manage a Facebook page at this time.

Tight space- new square tables will help and new ideas as to where the pool table might be relocated.

New Business: Big Brothers & Big Sisters group is now holding weekly trainings for the adults in the program, which has greatly reduced behavior issues with the youth.

Adjourned at 2:40 PM.

Next meeting, February 27, 2020.

Recorder: MaryAnn Socquet

*CDBG – Community Development Block Grant

