

COA Executive Committee Meeting
April 15, 2021 via City's WebEx @ 2:00 p.m.

Meeting called to order @ 2:02 p.m. by Chair, Marsha Stone

COA Members Present: Marsha Stone, Pat Jordan, Peg Saulnier, Janice Colbert

Staff present: Hope Macary, MaryAnn Socquet

Absent with regrets: None

Secretary: Minutes of the March 18, 2021 meeting were distributed prior to the meeting and were approved by the executive committee.

Treasurer: Pat Jordan reported the petty cash is in balance, however questioned the ending balance of \$170 for March 2021 as she thought it should be \$400. MaryAnn Socquet said it should be the \$400. The procedure is the petty cash should equal what is in the cash box plus expense receipts. Normally the month should show the \$400, however once in a while the dates don't work between the report and the reimbursement of the expenses from the City, The City issues a check for the difference between the petty cash balance and what the expense receipts.

Director's Report:

- Hope Macary reported the vax clinic is operating 3-4 days a week. The end date for the clinic is projected to be 5/14/2021. It will take approximately 2 weeks to get everything back in order and cleaned before we could open the Senior Center again.
- Grab n Go curbside lunch is still going strong along with Brown Bag. Grab n Go distribution has been moved to the porch area, members will need to get out of their car to get the bag. It is safer and more protection from the weather for volunteers and staff. Once the vax clinic is out of the building, Grab n Go will be moved to the porch too.
- Eleven volunteers have signed up for the Senior tax write off program.
- We are going to be very happy to reopen the Senior Center.
- The budget will be heard by the City Council and Ways & Means on Wednesday, 4/28/2021 @ 5:30 if anyone wants to log into WebEx. Link is on the City's calendar. Our budget for 2021 was \$148,000; for 2022 is \$139,270 (our staff is down). We estimate for fiscal 2023 it will be considerably higher.
- Janice Colbert asked why the payroll figures are higher for part time employees rather than full time. MaryAnn Socquet indicated it is just the opposite, however the City doesn't always send it through that way and we have to make due and work with what we have.

New Business: None

Old Business: None

Agenda Items: Marsha Stone asked for agenda items for our 4/23/2021 meeting other than the Nominating Committee report

Meeting Adjourned: 2:28 p.m.

Respectfully submitted, Margaret (Peg) Saulnier, Secretary