

COA Board Minutes, March 28, 2019 2:00 p.m.

Meeting called to order at 2:00 p.m. by Co-Chair, Janice Colbert.

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, Karen McCormack, Pat Jordan, Mary Williford, Hazel Dawkins, Marsha Stone, Janice Colbert, Ginger Carson.

Excused Absentees; Adele Corcoran, Marsha Staples-Love.

Absentee; Darell Slover.

Staff present: Hope Macary, MaryAnn Socquet.

Guest: Christine Turner, Representing the, League of Women Voters, is interested in booking room at the Center for meetings. Room Use Policy has not yet been established. As of right now it's just City Departments, Commissions and Committees.

Minutes, February 28, 2019 minutes accepted as presented.

Correspondence: None.

Executive Committee: Pat Jordan Treasurer, Petty Cash in balance.

- No meeting, no member was able to attend.

Facility Committee: Since the City owns the building the group feels there is no longer a need for this committee. Discussion to update By-Laws to reflect the elimination of this committee, and also possibly reducing the number of COA Board Members. The By-Laws Committee would need to be reviewed. Last time the By-Laws were revised was 2014.

Staff Reports:

Director: Hope Macary:

- FY2019 spending on track.
- Front Desk receptionists are doing a great job.
- Building issues; issued being looked at; 1) lighting controls, 2) reception area not bright enough, 3) acoustics still a problem, 4) working on installing an air intake system to control the temperature in the kitchen, 5) Security system (for exterior doors, wrong sensors installed for metal doors), and security cameras still not working. 6) Cracks in the sidewalks, 7) IT Audio, video still a work in progress. Hope is working to have these issues fixed or at least made better.
- Signage on hold pending COA discussion on a new logo.
- Community Garden out back is moving along with Andrea Cohen-Kiener's guidance. The COA is planning raised gardens beds for the front (disability accessible).

- Meals program is moving forward and close to hiring a kitchen manager. The plan is to serve two meals a week, Tuesday and Wednesday and plan to start serving by May.
- Mayor has booked the use of the Center for City Auction at the end of April.
- Volunteer Recognition will be May 17th catered by Hamel's Catering. This year along with the "Volunteer of the Year" award there will be several superlative awards presented.

Activity Director: Kathy Dunn, No report.

Volunteer Coordinator: Avery Schleewis, No report.

GSF: Mary Williford; No meeting, no report.

New Business: Marsha Stone wanted to know if there is a problem with over crowded classes, but so far there has not been.

Old Business: None.

With no further business, meeting adjourned at 2:30pm.

Next COA meeting April 23, 2019.

Recorder: MaryAnn Socquet