

COA Board Minutes, April 25, 2019 2:00 p.m.

Meeting called to order at 2:00 p.m. by Chair, Marsha Staples-Love.

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, Hazel Dawkins, Marsha Stone, Janice Colbert, Ginger Carson, Marsha Staples-Love.

Excused Absentee; Mary Williford.

Absent: Adele Corcoran-Stevens.

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

Minutes, March 28, 2019 minutes accepted with amendment. See attached amendment.

Correspondence: Thank you note from the residents at LaBelle's Rest Home to the Greenfield Senior Center's "Crafty Seniors" for their donation of lap blankets and stress balls.

Executive Committee: Pat Jordan Treasurer, Petty Cash in balance. Discussed, future trips, ongoing building issues and adding fees to some of the exercise programs. Also set the agenda for the COA Board meeting.

Staff Reports:

Activity Director: Kathy Dunn

- Rockridge Retirement Community to sponsor "Go the Distance".
- New partnership, Buckley Healthcare Center, to sponsor the "Ice Cream Social".
- Silverstone Theater returns.
- Liberty Tax processed 60 returns with a total of \$65,000 in refunds. Thank you to Todd and Adele.
- Fitness classes: Since donations have fallen off sharply, there will now be a fee for three specialty classes, Zumba, Yoga and Tai Chi. Monthly donations are around \$100 monthly while the cost for instructors is close to \$1,000 monthly. Where they were 13 fitness classes, 11 free and 2 pay, there will now be 5 pay classes and 8 free. The fee classes may be refunded through the client's insurance company up to \$150.
- Planning a trip with Shelburne Senior Center in October to Foxwood, "Legend Concert". Shorter trips costing under \$100 might be the way to go and partnering with Shelburne to help fill a bus with 40 people.

Volunteer Coordinator: Avery Schleeweis

- Volunteer Recognition, May 17th, caterer will be Hamels Catering, be sure to RSVP.
- ***STWO** – Applications are available now and must be filed by May 31st. Total amount to be earned by an individual is \$1,500 at \$10 per hour. There are 15 slots this year, 4 less than last year and the selection will be lottery draw. Veterans will

receive up to \$1,000 and want 15 spots. Candidates must have Identifiable and Employable skills. There will be a second informational session on April 30th.

- **CDBG - FY17** wrapped up the end of March
 - Surpassed goal of number of health education programs by 9.
 - Did not meet goal number of sessions of sponsored meals but still served 558, our goal was for 600.

FY18 will have new activities of Care giving & Multi-generational program.

Some High School students returning on May 24th to play games.

- **Books and Bagels with The Life Program at GHS:**

Met 5 times and read "Seedfolks" about the creation of a community garden from the view of 12 different individuals from many cultures, countries and ages.

Director: Hope Macary:

- Health Dept gave our kitchen a perfect score.
- Community Garden coming along and it's a great relationship.
- Raised gardens are also coming along.
- Building issues; the same.
- Signage on hold pending COA discussion on a new logo.
- Meal program on hold due to the installation of a ventilation system in kitchen. Not sure when that will happen so hiring a kitchen manager now would be unfair to that person.
- Big Brothers Big Sisters has proven not to be a good fit and will end May 28th. Children are not supervised and have caused concerns, damaging equipment, running into people for examples. Not a harmonious fit.

GSF: No report.

New Business: Marsha Stone and Karen McCormack attended the Board training with Emmett Schmarsow from Office of Elder Affairs. Very educational and if anyone would like they brought back a lot of informational material.

Marsha Stone suggested we check on repeat absentee members.

Old Business: Food Service on hold.

With no further business, meeting adjourned at 2:57pm.

Next COA meeting May 23, 2019.

Recorder: MaryAnn Socquet

* **STWO – Senior Tax Work Off.**

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, 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 Schleeweis, 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 25, 2019.

Recorder: MaryAnn Socquet

* Darrell Slover was an excused absence previously listed as an unexcused absentee.