

**Groton Council on Aging
Board Meeting Minutes
September 12, 2011**

The September 12, 2011 Groton Council on Aging Board Meeting was called to order at 9:01 a.m. by Secretary Cindy Thompson.

Members present were: Alan Holbrook, Hester Newbury, Mildred Wells, Charlotte Carkin, Carl Flowers, Maydelle Gamester, Cindy Thompson, GDRHS liaison Jack Niemoller. Board President Frances Goldback arrived at 9:40 a.m.

Staff present were: Martha Campbell, COA Director; Stacey Sheppard Jones, Outreach Coordinator; Bethany Loveless, Volunteer and Activity Coordinator.

Members absent (excused) were: Michelle Theroux, Mike Casella.

Meeting Minutes: The May 2, 2011 minutes were read by Secretary Cindy Thompson. Ms. Gamester moved to approve, Ms. Wells to second. Approved unanimously.

Treasurer's Report: Treasurer Carl Flowers reported the following balances: General Fund: \$7191.88, Gift Fund: \$4841.69, Elder Affairs Grant: \$6664.00, Veterans' Gift Account: \$1000.00 (this is a gift from the Groton Police Union, which will be used to fund food and incidentals for monthly Veterans' Breakfast), Trust Fund: \$750.00. Mr. Holbrook moved to accept, seconded by Ms. Carkin. Approved unanimously.

Outreach Report: Ms. Campbell presented this report, introducing Stacey Sheppard-Jones as the GCOA's new Outreach Coordinator, and Bethany Loveless as our new Volunteer/Activity Coordinator. Ms. Campbell said that Ms. Sheppard-Jones has been cross-trained for this position, and is very familiar with the position's responsibilities. Ms. Loveless holds a similar position at the Pepperell COA, and along with Volunteer/Activity Coordinator she will also work some hours as a van driver for the Groton COA. Ms. Campbell also said that Ms. Sheppard-Jones will work 32 hours per week. Ms. Sheppard-Jones reported that she already has had several calls for fuel assistance. Ms. Loveless said that she welcomes ideas for new goals and programs. Ms. Campbell also announced that maintenance worker Al Higgins has retired, and Alan Sinclair will be doing maintenance as well as van driving. Ms. Newbury moved to approve the Outreach Report, and was seconded by Ms. Wells. Approved unanimously.

Director's Report: Ms. Campbell reported that the Groton COA Annual Report to the Executive Office of Elder Affairs has been filed. She said that recent statistics show that Groton is in the top ten of communities with fastest growing senior populations, and she predicts that, in the near future, Groton's seniors will comprise half the population of the town. Ms. Campbell also reported on the recent Alzheimer's Workshop, coordinated by Alan Holbrook, which was held at the Groton COA on September 7th. The presenter was Jennifer Carter, from the Alzheimer's Association. Ms. Campbell also announced that Mr. Holbrook is the Alzheimer's Association Ambassador to Senator Tsongas.

Also reported was that both Alan Holbrook and Bethany Loveless are working to coordinate a Legislative Breakfast, hosted by the Alzheimer's Association, to be held at the Groton COA on Tuesday, October 18th. In addition, three caregiver support workshops will be held at the Groton COA (October, November and December), coordinated by Mr. Holbrook and hosted by the Alzheimer's Association. There will be companion activities for care partners with trained staff as well, so that no caregiver has to miss these events due to lack of assistance for their care partner. These workshops are free of charge, and will be supported by a recent gift of \$900.00 from Nashoba Valley Medical Center.

Ms. Campbell also announced that the Groton Woman's Club will resume its monthly senior luncheons at the COA on Wednesday, September 21st. In addition to a home-cooked lunch, seniors will also enjoy a musical cabaret performance by Russ Varney.

Ms. Newbury moved to accept this report, with a second by Mr. Holbrook. Approved unanimously.

LEPC Report: LEPC Board Liaison Carl Flowers reported that the "street captains" program is still being discussed by LEPC members. The Board discussed ways for the town to promote and support the program, by working with groups such as GDRHS seniors doing community service, and other groups in town. Ms. Campbell stated that promoting the program would help to bring forth volunteers, and Mr. Flowers said that he will continue to advocate for putting the street captains program into action. Mr. Holbrook stated that the TRIAD group has a "S.A.L.T" (Seniors and Lawmen Together) subcommittee which might also be a key part in the street captains program. Also discussed were the "File of Life" documents which households post on their refrigerators for use by

emergency personnel, and the trend toward local Councils on Aging becoming “information highways” for educating senior citizens.

Ms. Gamester moved to approve this report, seconded by Ms. Wells. Approved unanimously.

Old Business: Ms. Campbell reminded Board members to report to the Town Clerk’s office to be sworn in when they receive a letter that their term is up for renewal. She also said that there are plans to repeat the fall Alzheimer’s Workshops in the spring if they are successful, as anticipated.

Ms. Wells moved to approve this report, seconded by Ms. Carkin. Approved unanimously.

New Business: Ms. Campbell referred Board members to a letter in their packets from Montachusett Home Care, asking if any members on Groton’s COA would be interested in serving on their Board of Directors. Martha asked that any interested members let her know, so that she can forward this information to Montachusett’s Executive Director, Gregory Giuliano. Ms. Campbell also pointed out that the Groton COA newsletter is being supported in part by local business advertisers (as seen in the September 2011 issue). This will enable us to expand the calendar to a two page spread, and to expand the size of regular columns. Ms. Campbell also said that Ms. Sheppard-Jones has moved the Outreach office upstairs, with confidential files being kept locked in the Director’s office. Ms. Loveless will occupy the space which is the former Outreach office.

Upcoming events include Grotonfest on Saturday, September 24th, the Groton COA Craft Fair on Saturday, October 22nd, and November’s annual Thanksgiving dinner for Groton seniors at Gibbet Hill.

Ms. Newbury moved to approve this report, seconded by Mr. Flowers. Approved unanimously. Motion to adjourn was made by Ms. Wells, seconded by Ms. Newbury. Ms. Goldbach declared the meeting adjourned at 9:57 a.m.

The next meeting of the Groton COA Board will be on Monday, October 3, 2011, at 9:30 a.m.