

## **Minutes from the Groton Council on Aging Board Meeting**

**September 16, 2013**

Members Present: Fran Goldbach, Carl Flowers, George Faircloth, Maydelle Gamester, Charlotte Carkin, Marie Melican, Mildred Wells

Staff Present: Kathy Shelp, Stacey Shepard Jones, Stephanie St. Germain

Open Meeting: Fran Goldbach called the meeting to order 9:45am

Minutes: Marie Melican presented the minutes of the May , 2013 meeting. George Faircloth made a motion to accept and Maydelle Gamester seconded. Unanimously approved.

Treasurers Report: Carl Flowers presented the treasurers report:

Veterans Account:

Gift Fund:

Trust Fund:

Outreach Report: Stacey Shepard Jones

- Catholic Heart Workcamp provided service to 20 seniors of Groton.
- In August BBQs were held by COA staff at Groton Commons and Petapagqua Senior housing.
- Emergency Preparedness forms were sent out with the August electric bill. Responses have been very good.

A motion to accept the report was made by Millie Wells and seconded by Marie Melican. Unanimously approved.

Activity/Volunteer Report: Kathy Shelp

- Stephanie St. Germain was introduced as our new Activity/Volunteer Coordinator.
- The program book was presented to the board. This book will be mailed to seniors 65 and older in Groton. It contains all programs and services offered through February. Reactions will be monitored to evaluate continued publication of book.
- New programs offered this fall include: Creative Creations, Hearing Screenings, Ask the Officer, Bereavement Counseling, Cultural Excursions, additional Wednesday holiday celebrations, Wellness education, and meditation.
- September 11 the COA had a luncheon honoring Groton's First Responders. Staff prepared the meal and it was well attended. It is planned to become an annual event on 9/11.

A motion to accept the report was made by George Faircloth and seconded by Maydelle Gamester. Unanimously approved.

Director's Report: Kathy Shelp

- The annual report for FY13 was presented to the board. FY14 goals were presented and discussed.
- Lowell Transit Authority has discontinued the services of Road Runner van rides in Groton. The COA will be responsible to offer transportation to the Road Runner clients.

Old Business:

- The Accreditation report is being reviewed and will be completed for submission by October 31, 2013.

New Business:

- The COA Director requested volunteers to serve on a Policy/Procedure committee and Van Policy Committee.

A motion to close (at 11:20am) the meeting and accept the Director's report was made by Fran Goldbach and seconded by Millie Wells. Unanimously approved.