

Minutes from the Groton Council on Aging Board Meeting

October 7, 2013

Members Present: Fran Goldbach, Carl Flowers, George Faircloth, Maydelle Gamester, Charlotte Carkin (excused early), Marie Melican, Mildred Wells, Eddie Wenzell, Vera Strickland

Staff Present: Kathy Shelp, Stacey Shepard Jones,

Selectman Liaison Present: Peter Cunningham

Open Meeting: Fran Goldbach called the meeting to order 9:30am

Minutes: Marie Melican presented the minutes of the September 16, 2013 meeting. George Faircloth made a motion to accept and Marie Melican seconded. Unanimously approved.

Treasurers Report: Carl Flowers presented the treasurers report:

Veterans Account: 1,043.87

Gift Fund: 4,843.82

Trust Fund: 1,000

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

Outreach Report: Stacey Shepard Jones

- 61 new seniors have sent in Emergency Preparedness forms, for a total of 241 received. New to the form is availability of air conditioning.
- Fuel assistance has begun. Currently there is \$5,350 in the account for those in need. A letter will be sent to the editor of the paper to solicit additional funds.
- The "Are You OK" program is targeted to be up and running January 2014

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

Activity/Volunteer Report: Stephanie St Germain – reported by Kathy Shelp

September 11 program honoring our first responders had 55 seniors and 15 guests in attendance.

The first Cultural Excursion went to Fitchburg University for a lecture. 4 seniors went on the van and 1 drove, following the van.

It is anticipated we will apply for a Cultural Grant for a Mariachi Band to celebrate Cinco de Mayo and for an intergenerational arts program. Applications are due 10/15.

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

Director's Report: Kathy Shelp

- Policy for Internal Financial Control was presented to the board. A motion to accept the policy with the addition of; *All monies will be counted by two staff or volunteers, at the same time.*

Motion was made by George Faircloth and seconded by Maydelle Gamester. Unanimously approved. Policy will be reviewed/ approved by Town Accountant and Treasurer.

- A policy for Van Ridership was presented by the board. Approval will be tabled until the November meeting to allow time for members to study.
- Conflict of Interest statements are up to date with the exception of Charlotte Carkin needing to see the Town clerk.
- The board was presented a list of training dates. All interested should contact Kathy.
- Accreditation process is moving forward. Evaluation of senior center programs needs to be completed along with updating of goals, revision of Program Service description, and Policy Manual Table of Contents. Completed accreditation will be by January 1, 2014.
- The Director will be on vacation October 15-21.

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

Old Business

Kathy Shelp reported the LEPC committee met and was presented with the Town's plan for Emergency Dispensing site.

New Business

A senior participant questioned the Director as to the appropriateness of a Medium as entertainment at an October event and requested this program be suspended. There was discussion and a motion was made to proceed with the program as scheduled by George Faircloth and seconded by Fran Goldbach. Unanimously approved.

A motion to close (10:50am) the meeting was made by Fran Goldbach and seconded by Marie Melican. Unanimously approved.