

Minutes from the Groton Council on Aging Board Meeting

November 4, 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 October 7 meeting. Marie Melican made a motion to accept and Maydelle Gamester seconded. Unanimously approved.

Treasurers Report: Carl Flowers presented the treasurers report:

Veterans Account: 1198.87

Gift Fund: 5,196.89

Trust Fund: \$700.00

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

Outreach Report: Stacey Shepard Jones

- A letter to the editor was sent requesting donations for fuel assistance.
- Received an additional 10 emergency preparedness including a few for disabled residents and special needs children.
- Many referrals for SHINE counselor due to Medicare open enrollment.
- Next month there is a program scheduled at each of the senior housings.
- Discussion on the new policy for Loaves and Fishes regarding the number of clients allowed in the pantry's building. The new policy may find seniors waiting outside at the pantry. A meeting will be held by Kathy and Stacey with Loaves and Fishes to discuss options.

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

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

- Initiated a computer calling system to remind seniors when they have registered for programs. Monitoring to ensure we are maintaining personal contact with residents. Positive responses to date. Also testing a program to call homebound seniors with a weekly joke.
- Formulation of "Trip Buddies" – a group that will serve as or are in need of someone to travel with.
- Van trips to Fitchburg University lecture series has positive attendance with rave reviews.
- Sign-up for Gibbett Hill Thanksgiving begin November 4

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

Director's Report: Kathy Shelp

- Accreditation process will be completed this week. The standard concerning Evaluation of senior center programs needs to be completed. Kathy will be meeting with staff to review the accreditation in details; board members will be invited to attend.
- The FY15 budget is due. Kathy and Carl will meet with anyone on the board invited to attend.
- A motion was made by Charlotte Carkin to permanently close the senior center the day after Thanksgiving. Staff will use vacation or personal time. If a staff does not have time available they will be permitted to flex their time with a pay period to account for the time. It was seconded by Fran Goldbach and unanimously approved.
- An updated board membership list was distributed. Members were asked for corrections.
- A motion to accept the report was made by Fran Goldbach and seconded by Marie Melican. Unanimously approved.

Old Business

A motion to accept the proposed van policy with the addition of: "*All van passengers must wear seatbelts at all times*", was made by George Faircloth and seconded by Fran Goldbach. Unanimously approved.

Carl Flowers reported the LEPC will have the reverse 911 running by 2014. The program was discussed with some concerns about the cell phones. Carl said that issue is being considered by the LEPC.

New Business

none

A motion to close (10:40am) the meeting was made by Fran Goldbach and seconded by Millie Wells. Unanimously approved.