

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

**March 3, 2014**

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

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

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

**Minutes:** Marie Melican presented the minutes of the December meeting. George Faircloth made a motion to accept and Marie Melican seconded. Unanimously approved.

**Treasurers Report** Carl Flower presented the treasure's report. :

Veterans Account: \$1,217.87

Gift Fund: \$4,834.90

Trust Fund: \$220

Kathy reviewed the new financial report produced through QuickBooks. A report has been requested to include the amount and percentage remaining of budget balanced.

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

**Outreach Report:** Stacey Shepard Jones

- Fuel Assistance donation balance is now \$10,760
- Sand is available to seniors for pick up. We will deliver to homebound.
- Loaves and Fishes will not be providing a mobile pantry therefore we will be arranging for surrogates to pick-up for homebound residents.

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

**Activity/Volunteer Report:** Stephanie St Germain

- Mahjong is going well, 8 participants
- Crafts are scheduled for the next six months
- Vet wall has been well received and is a work in progress. We are still accepting information from our Vets
- New Thursday soup bar has been well received with approx. 10 participants per week. It has added to the energy of the building
- There has been limited response to the poker group
- Big thank you to Meals on Wheel volunteers who have been great through the tough winter weather.

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

### **Director's Report:** Kathy Shelp

- FY14 Quarter 2 activity statistics were reported Event and van usage has shown more activity when compared to FY13 Quarter 2. Meals and volunteer participation have declined. There were 33 total programs (non-outreach) offered with 3 of them new programs. Evaluations have shown 100% reporting they would recommend the senior center to friends, 100% reporting they were treated well by staff, 100% learned something new after attending an educational program, 100% reported feeling better after attending a program/activity and 95% reporting they felt less isolated after participation.
- Spring program book is with the printer however will not be distributed until late March due to the load of Nashoba Tech (the printer).
- The COA Policy Manual is complete
- Craft fair/rummage sale is scheduled for April 11 and 12
- New Groton Swim Procedure/policy was presented Fran Goldbach made a motion to accept and seconded by Marie Melican. Unanimously approved.

### **Old Business**

Revisions to the COA By-Laws were presented by the By-Law committee. Motion was made by the nominating committee to accept the following changes and seconded by George Faircloth. Unanimously approved.

- Article IV A: "All regular meetings of the Council shall be held on the first Monday of the month." Will now read; "*All regular meetings of the Council shall be held at the discretion of the council*".
- Article IV B: The Annual meeting of the Council shall be held on the first Monday of June of each year." Will now read; "*The Annual meeting of the Council shall be held during the month of June of each year.*"
- Article VI-Employees: The authority to hire or terminate an employee of the Council shall be vested in the Council". Will now read; "*The authority to hire or terminate an employee of the Council shall be vested in the Town Manager*".

The Director is appointed by the Board of Selectman upon recommendation of the Council. The Council shall review the job performance...." Will now read; "The Director is appointed by the Board of Selectman upon the recommendation of the Town Manager. The Town Manager shall review the job performance...."

- Article VIII – Amendment of the By-Laws
- Addition to this; "By-Laws shall be reviewed during the month of January on even numbered years. Amendments will be presented to the Council in February with vote taken in March."

### **New Business**

Future Planning Committee reported they are in the early developmental stages of establishing focus groups and on-line survey for non-users of the COA.

Nominating committee was formed; Maydelle Gamester and George Faircloth

A motion to close (10:55) the meeting was made by Fran Goldbach and seconded by Maydelle Gamester. Unanimously approved.