

MINUTES OF MEETING OF THE COUNCIL ON AGING

Date of Meeting: December 7th, 2023 Location of Meeting: 48 Marion Road, Room 320
Date of Transcription: December 12th, 2023 Transcribed by: Nicole Botelho

1. ELECTION OF PRO TEM CHAIR

MOTION: Board Member Janet Wilson Voted to nominate Sharon Frank as Pro Tem Chair. Carolyn McClure seconded. Roll Call: Board Member Sharon Boyer – yes, Board Member Lynn Wheatley-Beaupre – yes, Board Member Judy Jinson Riggle – yes.

VOTE: 5-0-0 (Unanimous)

2. CALL MEETING TO ORDER BY CHAIR

The meeting was called to order at 10:01am by Pro Tem Chair, Sharon Frank

3. ROLL CALL BY PRO TEM CHAIR

Board Members Present: Sharon Frank, Pro Tem Chair ✓
 Sharon Boyer
 Janet Wilson
 Carolyn McClure
 Judy Jinson-Riggle
 Lynn Wheatley-Beaupre

Also Present: Nicole Botelho, Wareham COA Transcriber
 Sharon Rice, Wareham COA Director

Guest Attending: No Guests in Attendance

Not Present: Elaine LeMoine

4. MOMENT OF SILENCE FOR THE SICK AND DEPARTED

5. REVIEW AND VOTE ON MEETING MINUTES

MOTION: Board Member Lynn Wheatley-Beaupre Voted to approve the meeting minutes dated November 2nd, 2023. Janet Wilson seconded. Roll Call: Board Member Sharon Boyer – yes, Board Member (Pro Tem Chair) Sharon Frank – yes, Board Member Carolyn McClure – yes, Board Member Judy Jinson Riggle – yes.

VOTE: 6-0-0 (Unanimous)

6. DIRECTOR'S REPORT

COA Holiday Party: The Holiday party on December 13, 2023 is sold out with an approximate guest count of 125. Staff from the Town Hall will help serve. California Karl to provide entertainment from 10am – 1pm. There will be a Ukulele group and door prizes.

Veterans Food Pick-up

The Veterans food pick-up will also be on the 13th. This is the first one in about a month. The pickup will be indoors due to the weather.

Newsletter

The January Newsletter is being submitted today.

Miscellaneous

The COA office is very busy with programming, events and guests.

7. BOARD MEMBER UPDATE & VOTE

New Appointment of Board Member

The COA Board welcomes the new appointed Board Member, Judy Jinson-Riggle (and Daisy).

Board Member Contact List

Janet Wilson suggest the Board Member contact list get updated. Nicole Botelho, COA Transcriber to update the Board Member contact list.

Duties of Board Members

The Board Reviewed the Duties of Board Members and their supporting role to the Director of the COA (Sharon Rice). Discussions were made on the Chain of Command. No Board Member should make any decisions. All decisions effecting the COA are to be made by the Director, Sharon Rice. Sharon has the obligation to make every decision based on the best interest for the COA. Any change in policy needs to be approved by the COA Director, Sharon Rice. Sharon asks the Board to please help foster the culture of the COA; a fun, safe and confidential space.

Sign-in / Check-in Kiosk

There were concerns expressed that not all visitors are signing in for programming and events. Sharon Frank opens the discussion in the kiosk can be moved to different location. Janet Wilson asks if there can be a sign posted on the program doors to sign-in.

Fashion Show

Judy Jinson-Riggle inquired about hosting a Fashion Show and or a Talent Show.

Scheduling of Events

Lynn Wheatley-Beaupre asks if there is anything that can be done to not schedule two major events on the same day. An example given was the Bus Trip and the Holiday Party ended up on the same day. Sharon Rice explains unfortunately, it is based on availability and financial obligations.

Quilt Raffle

The Quilt Raffle is underway, please all Board Members assist in promoting the Quilt Raffle. The Quilt Raffle will also be shown at the Christmas Party.

8. COA LOGO

Elaine LeMoine not present, discussion on hold.

An idea was thrown out about a lighthouse being incorporated into the logo.

All discussions pertaining to the COA Logo has been put on hold for this meeting.

9. CITIZEN PARTICIPATION

Not at this time

10. ADJOURNMENT

MOTION: Board Member Janet Wilson moved to adjourn the Council on Aging Board Meeting at 10:38am. Carolyn McClure seconded. Roll Call: Board Member (Pro Tem Chair) Sharon Frank – yes, Board Member Sharon Boyer – yes, Board Member Lynn Wheatley-Beaupre – yes, Board Member Judy Jinson-Riggle - yes.

VOTE: 6-0-0 (Unanimous)

Respectfully submitted

Nicole Botelho

Wareham COA Transcriber

The foregoing minutes were submitted to the Board of Selectmen on:

Attest: Elaine LeMoine
Elaine Lemoine, COA Clerk

Date Signed: 1-4-24

ATTACHMENTS SUBMITTED:

- I. Meeting Minutes from November 2nd, 2023