

MINUTES OF MEETING
COUNCIL ON AGING
BOARD OF DIRECTORS

DATE: January 7, 2016

TIME AND PLACE: 10:00 a.m.
Room 208
Multi-Service Center

IN ATTENDANCE: Corinne Baker
Rosalie Bulu
Peter Dunlop
Sharon Frank
Judith Peterson
Nancy Sawyer
Muriel Slaney

ABSENT: Francine Balanca

GUESTS: Selectwoman Judith Whiteside, Liaison

Meeting called to order at 10:00a.m. by Chairman Peter Dunlop

Minutes of December 3, 2015 meeting distributed

ANNOUNCEMENTS: none

CITIZEN PARTICIPATION:

1. John DaDella asked for information concerning the Senior Work-Off Program for 2016. He was informed that this information came from the Town Administrator's office but Chairman Dunlop said he would meet with the Town Administrator to find out the status of the program for 2016.

TOPICS OF DISCUSSION:

Chairman Dunlop requested that we take the agenda out of order as Ms. Whiteside had another commitment at 10:30. All members were in agreement to do so.

Addressing Ms. Whiteside, Mr. Dunlop asked her to explain the proper procedure for requesting reimbursement for expenses incurred on behalf of the COA by the Board of Directors as he had submitted receipts to the COA office several months ago and had yet to be reimbursed. Ms. Whiteside informed the Board that all such requests should go directly to the Town Accountant, Judith Lauzan. A letter requesting payment should be sent with accompanying documentation, informing the accountant that these funds should be drawn on the COA Gift Account.

Mr. Dunlop also questioned information on the proper procedure for purchases by the Board. For instance, purchasing food/gift cards from Stop & Shop and Shaw's to benefit Wareham seniors in need.

Topics of Discussion cont'd

Ms. Whiteside informed the Board that the procedure was basically the same. A letter should be written to the Town Accountant informing her that the Board has approved a purchase and request a check for that amount.

Chairman Dunlop then questioned if the Formula Grant could be used to hire a part-time director for the Council on Aging. It appears that, after expenses, there would be \$14K available, Stating that he had asked the Town Administrator if this was a possibility but was getting no response from that office.

Ms. Whiteside then informed the Board that the town was considering hiring a Resources Analyst to investigate what grant money was available to the Town. This analyst would be available to the COA.

Ms. Whiteside then excused herself from the meeting. (10:30)

Returned to posted agenda as follows:

1. Purchase of Shuffleboard Table

Lack of space became an issue when discussing the purchase of a shuffleboard table. It was decided that an appropriate location be chosen before purchasing the table.

2. Purchase of Michael's Gift Card for Craft Program

Board member Slaney suggested that this item be put on hold as she had emailed Ms. Dudley two or three times and had yet to receive a response as to the status of the program.

3. Beacon Sponsorship

Board member Slaney reported her conversation with Susanne Gostissa of Liturgical Publications regarding the financial status of the Senior Beacon. Ms. Gostissa informed her that the Beacon has operated at a deficit for the past six (6) years. Publication beginning in February of 2015 began with a deficit of \$800. Suggestions by Ms. Gostissa to correct this situation were as follows:

- a. Cut back on the number of copies printed.
- b. Establish a fund for the purpose of printing their newsletter.
- c. Establish a deficit cap. Once cap is reached, publication stops until deficit is erased.
- d. Ask for gifts "in memory of".
- e. Churches could be contacted to make a "compliments of" gift.
- f. Seek sponsorships

Ms. Slaney then informed the Board that, as Officers of the Advocates for Wareham Seniors, she and Ms. Sharon Frank would take on the project of asking for sponsors through the Advocates and become the first "Gold" sponsor with a \$100 gift to the program. Approval of the Board would be necessary to place a sponsorship request ad in the Beacon.

4. Purchase Food Cards

The Board voted 7-0 to purchase \$300 worth of food cards divided equally between Stop & Shop and Shaw's Supermarket using the procedure outlined by Ms. Whiteside. Namely, write a letter directly to the Town Accountant stating that the COA Board has approved this purchase and these funds should be drawn on the COA Gift Account.

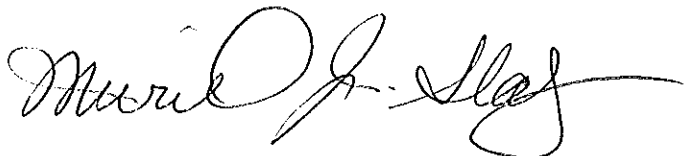
Other Topics

1. Board Member Rosalie Bulu outlined a proposal for "Charlie Cards" by Rep. Susan Gifford whereby seniors could obtain free passes to MTA. A minimum of 15 participants must attend a meeting which Ms. Bulu will arrange through Rep. Gifford's office. The Board approved on a vote of 7-0.
2. Board Member Nancy Sawyer questioned if school busses could be used to transport seniors to New Bedford so they might participate in the travel programs now available. Members Sharon Frank and Corinne Baker offered to speak with the School Department about this possibility.
3. Chairman Dunlop announced that there would be a CEDA meeting January 11th to discuss the priorities of town development. Encouraged all to attend.

Consent Agenda: Minutes of December 3, 2016 accepted on a vote of 7-0.

Next Meeting Date: Thursday February 4, 2016
10:00 a.m.
Agawam Village Community Room

Meeting adjourned on a vote of 7-0



Prepared by Muriel June Slaney, Clerk