Scituate COA Board of Directors

Meeting Minutes

July 12, 2018

Present: JD Miller, Board Chairman, Gordon Price, Vice-Chair, Linda Hayes, COA Director, Helen Jablonski, Janice Desmond, Leslie James, Caitlin Coyle, Lucille Sorrentino, and Henry Yeh Board Members, Elaine Schembari, FOSS Liaison, Karen Canfield, Board of Selectmen Liaison, Kathleen Clarkeson, Transportation Coordinator.

Not present: Janice Lindblom

Meeting called to order at 5:35pm

Minutes for June 2018 accepted by the board

* Linda cannot remember the details of one point in the minutes under old business: “advisor is concentrating on applications and coordinating events and dates”. Does anyone remember (left unresolved).

Caitlin Coyle volunteered/appointed new Secretary for the Board. Janice Desmond will share the duties by keeping minutes every other meeting (or as otherwise communicated).

Director’s Report

* Linda went to California for training on memory skills and programming for a 4 non-clinical week workshop (2 hrs/week). Very packed trip; but now Linda has all resources to run the program.
	+ Plan to schedule a pilot workshop
	+ Also have the availability to “train the trainer”
	+ Licensed for the program for up to one year
	+ September/October start date
	+ Opportunities for HS students to get involved
* Introduction of Kathleen Clarkeson as new transportation coordinator. Kathleen has been a volunteer at the COA and has municipal experience.
	+ Linda reports that an increase in trips over the last year is because of Kathy’s help as a volunteer.
* Linda has submitted a grant applications to MCOA for hearing devices, and funding for the walk (small amount but helpful!)
* Job seekers networking group will end in August. Susan has been on the tax work off program; but MCOA will be supportive of helping keep this program growing. Susan will not be the facilitator but will help find a replacement, feels that our application to the Age-Friendly network will be helpful to our grant application (seems to be growing averaging 14-15 participants). Topics range every week, demographic has been 58-65 age range. Jenny is the co-facilitator and goes every other week. It takes about 2.5 hours of her time. The sandwich board outside of the community center has proven to be a very effective mechanism of advertising for the program. Perhaps we can use this as an avenue for future publicity.
* Pickleball has moved to the recreation gym (it’s hot)
* FOSS golf luncheon was great, great turnout and everyone enjoyed themselves. Jill volunteered for them in the morning.
* New GATRA contract in place. It has been “level funded”; but fare hikes are expected. SLOOP will go from .50 cents to .75 cents and dial-a-ride $1.25 each way to $1.50. Not getting the state/federal funding that they were expecting and so it’s not that they have a budget defecity but these increases will help fill the gap. Linda reports for example that a 10 pass is going from $10-$15.
	+ There was a hearing in Plymouth to contest the hikes; but Linda forgot to go. However, Linda is on an advisory committee that will vote.
	+ Linda reports that there is some Title III OAA money allocated by SSES and available through the year to subsidize rides for residents who may not be able to afford the fare increases, if necessary.
* Radio updates are in progress, should be done this month. These updates will allow drivers to communicate with dispatch more clearly.
* Jenny (outreach coordinator) started to work 30 hours/week July 1st and will go to 35 hours on September 10th. Role/function is not changing but will be available to do more. Laura is shared between COA/Public Health and has less dedicated hours. They will still work closely together.
* Bob Clark is new HR director has been very helpful with the posting of the jobs and interviews etc.
* Our Age-friendly application has been accepted. Liaison at AARP for us to connect with as needed.
* Aging Mastery Program will happen in October
* Health fair will also happen in October
* 90TH birthday party—first time doing this event since Linda started. Lisa and Jenny are handling this, August 3rd
* Art show/sale is happening at Community Center on Saturday, August 25. Good visibility of the Community Building.
* Lobster Lunch on August 28.
* Heritage Days, Linda is working on postcard
* Family fun walk—Linda is working on route and schedule. Tentatively scheduled 9/23 (Patriots night game).
	+ Kick off for the AF initiative. Some kind of party at the Community Center.
* Military band concert for November 11.
* Linda is interested in having the events subcommittee help out with these events.
* Overview of Jenny’s report and transportation report—note that #s are duplicated because seniors see Jenny for multiple reasons/visits, also lower #s in the summer because families are visiting, summer slows down as far as programs and outings.
	+ Note on transportation, trips to the mall—people want to go to multiple shops there and so considering expanding the time spent there is a possibility.
* Activities report/volunteers: phone system is working better (can talk to front desk or go direct to staff). Men’s breakfast did a tour of police/safety complex with Officer Stenbeck.
	+ Women’s breakfast has been catching on word of mouth, food and TED talks
	+ Senator O’Connor came for ice cream party—should have posted pictures
	+ Kennedy’s flowers donated pots for St. Mary’s to decorate for the BBQ
		- People bought the pots, got a 20% discount on them
* Total event sign-ins are stable between the last two months
* Henry asked for transportation 77 clients for 618 rides, does that mean client averages 8-9 rides.
	+ Linda reports that many are regulars/medical rides at multiple rides/month. They do count every ride.
* Community relations person from GATRA did come to present about transportation options and discount ID Charlie cards. Only 3 people came to that. She is a good resource for people—she knows a lot about ADA transportation for residents under age 60and got to meet Kathy, the new Transportation Coordinator.
* Gordon thanks Caitlin, Linda and Maude for the AF application and looks forward to the way it will contribute to the community in the future.

Karen BOS liaison’s report:

* Loves the new logo
* BOS meeting, happy to report that the BOS approved the contract for the architectural firm for the design work for the senior center. Ready to get started.
	+ Linda asked about the discussion: Karen reports that there was a lot of discussion about the scope. Karen notes that it is complicated because we are taking an existing facility for the stand alone building but also to look at other components of the site (e.g., ADA accessibility of the gym wing). The way it is written so that components can be pulled out separately so that additional funding can be used for those other components and leave the “ask” to be only for the senior center.
	+ Karen comments that it is a good team.
	+ Linda voices concern about the time table given the delay in getting going. Hopes to get to Town Meeting in April 2019. Not sure what the discussion is now.
	+ JD mentions that we have to “go through the process”
	+ Karen mentions that going forward to Town Meeting without bid documents to try and make the timeline—something that has to be debated.
	+ Karen talks about the importance of mobilizing people to get to Town Meeting to support this…that effort is a lot of work and very important.
		- Schools are a great resource.
* Gordon: hard to ask for support for something that we don’t have a clear picture of. As the architect develops something conceptual—that will make our job easier. So we can go out promotion and fundraising…although the organizational work and planning piece can be done.
* JD: letting people know all of the time “where things are”
	+ Lucille spoke to Ruth Thompson about a column to keep public informed. Need to decide who has the information to help write it up.
		- Lucille will reconnect with Ruth and pass her to JD and Linda for future guidance
	+ Karen agrees that this is a good idea. Public Building Commission is the driver of the process and will be a good group to know.
		- Linda and JD attend these meetings and can update the Board
		- Next meeting is 7/31
	+ Karen offers to post the Board’s content on social media etc.
	+ In the contract, there are ~3 public comment sessions, first one at the end of August
	+ Lucille recalls that during the building of the safety complex they came to the Rotary Club and presented information like “cost to the average taxpayer”—very important information for education.
	+ O’Connor’s office has asked Karen to keep him in the loop on the process so that he can be vocal at the State House for money to contribute to the project. Karen will take responsibility for keeping him updated.
	+ Lucille asks about debts coming off of the books—
		- Karen reports that when the time comes all of these pots of money will be reviewed to calculate the actual cost to taxpayer
	+ Gordon reports that the timing of the bid process matters too…will next Spring be the right time to put it out or not? The economy matters—if developers are busy some won’t submit or others will submit HIGH bids.
	+ Karen: we want to get it done as fast as possible for the best price
	+ If anyone has questions etc.—contact Karen directly
* No SSES meeting this month and so Joan had no report
	+ Community dinner is July 22nd at St. Luke’s
* Lucille reminds the group about Rotary’s Pancake Breakfast on 8/4 at St. Luke’s and also Heritage Days bake sale—Lucille is working the booth on Sunday and asks for baked goods.
	+ Linda created a flyer with instructions—how is that being disseminated?

FOSS Report

* Golf tournament was a huge success, raised over $15,000
* Heritage days
	+ E-blast to all members asking for baked good donations
	+ Drop off at Conway that weekend
	+ Helen mentions the need for things to be labeled and priced
	+ The booth is working on lining up volunteers for both days and flyers
	+ Will have the COA postcards on hand as well
		- Linda has been designing it. Decide what is on the postcard:
			* JD: Should have update on Age-Friendly application being accepted, something about new senior center.
				+ Caitlin can provide information for the postcard
* Gordon—let’s get a banner made that says “Scituate is designated an Age-Friendly Community!
	+ Sandwich boards outside COA and community center
	+ JD: will help people start to ask questions, which is good!
* FOSS will participate in the Art/Craft Sale on August 25th for fundraising.

Old/New Business:

* Janice updated bylaws:
	+ What is Linda’s title: Director of the Council on Aging and Senior Center
	+ JD: do what we can do to build on what Janice has started. Suggested we have a couple of people form the Board review in detail and produce a refined draft for approval/vote.
		- After COA approves, does it need to go to BOS? Not in the old by-laws that we need BOS approval. Linda will check on this.
		- Any amendments need to be communicated with 2 weeks notice and voted on by COA.
		- Adding associate members, up to 3. Do they need to go through training if they are non-voting? JD doesn’t know—we should verify.
			* If we don’t have a quorum, they could vote? Do we really want to do that? WE don’t have trouble getting a quorum usually?
		- Other fundamental change: we make recommendations to BOS for new members. Seems like a lot for the BOS, maybe we can review applicants and make recommendations to BOS.
			* Janice: we need to get their buy-in from BOS first
	+ Gordon: is this new? The committee will recruit, nominate new/associate members? This is a good idea?
		- Yes it is, but we need to talk to BOS
		- Recently the BOS was interviewing applicants for COA
	+ Janice is happy to meet with Linda and others to review in more detail.
		- Leslie volunteers to join
		- Meeting on August 24th in the morning
	+ Henry suggests we all review with track changes and send to Janice to collect.
* Janice suggests an annual meeting to talk about officer transitions and other duties like by-law reviews-ours was last done in 1999.
	+ JD believes other Towns are doing this
* Minimum # of 9 board members—ruled by BOS.
	+ Do we have members that are up for renewal? Linda had to renew Janice’s spot—haven’t heard approval on that.
		- On the roster, the terms are listed. In the Board’s notebooks.

Events planning:

* Linda is looking for help from event subcommittee for the Walk (e.g., routes, schedule and events at the community building).
	+ 9/23 is preferred and 9/30 is another option. After church, 12pm-1pm?
	+ Maybe a family drum circle?
	+ Table with senior center progress, what does AF mean? Educate the community!
	+ FOSS could sell t-shirts?
	+ Kick-off for AF, engage school community, intergenerational
		- Get Mark Fenton to do a short speech/talk?
	+ Formal announcement of AF community
		- Between now and then we need to get the word out and invite stakeholders/steering committee members
* JD: as soon as we get this nailed down, let’s start getting the word out.
* Certificate presentation at BOS meeting with someone from AARP—get lots of press on this, Mariner, social media, and Cable channel.
* Keep track of activities that are currently happening that are “age friendly” so that we can add that to our “progress”
* What are we calling the initiative? Brand/label? Caitlin will try and throw some ideas together and share with group.