



**SHERBORN COUNCIL ON AGING**  
**Board Minutes of 9/28/21 (via Zoom)**

Respectfully Submitted by Carol DeSouza, Secretary

**Members Attending:** Pete Hoagland, Sally Tipton, Gerri Hawn, Carol DeSouza, Ken Adams, Lori Howe, Chris Winterfeldt, Jim Campbell, Pat Gray, Jean Rousseau

**Staff Attending:** Sue Kelliher, Renee Montella, Melinda Morle

**Community Members:** Charlie Blaney

**Members not attending:** Tema Liberty, Panny Nichols, Donna Turner

**Excused Absentee Members:** Rosemary Sortor

**Voting Members Absent: 0 Quorum? Yes**

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**Call to Order** at 9:30 a.m.

**Welcome and Report from Chair:** Pete Hoagland

**Approval of Minutes of 8/31/21** meeting (prepared by Sue Kelliher) with edits as discussed: Unanimous acceptance

**Treasurer's Report:** Gerri Hawn

- See attachment

**Secretary's Report:** Carol DeSouza

- Discussion regarding new format of minutes, timely submission to Board.
- See attachment of proposed new agenda and reports

**Staff Reports:**

- a. Sue Kelliher
  - See attachment: Board Report
  - Additional conversation about the delay in the Library opening
  - Updates on moving/changing offices within the Town Hall, some conversation on the space allowances at Pilgrim Church , Historical Society, Community Center
- b. Renee Montella
  - Report on "OWL" program, progress and difficulties/updates needed
  - Video presentation after adjournment shown to Board – previously shared at Senior Café regarding last 20 months of COA
- c. Melinda Morle

- Brief discussion of SNAP and application process
- Discussion of RAFT program for renters
- Updates regarding the Dementia Friends Training as an inspiration, persons who attended.
- Update on Memory Café, explanation of delay in publicizing, and eventual cancellation. To be held now on October 23, 2021 with a Chair-Yoga Activity.

#### **Committee Reports:**

- **Bylaws Update:** *(Lori Howe, Gerri Hawn, Sally Tipton, Carol DeSouza)*
  - The COA is under the Bylaws of the Town of Sherborn. Therefore under discussion is the “Operating Rules” as clarified and designated during last Board meeting.
  - Updates suggested for Secretary position regarding forwarding of Minutes, timeframes, and draft format before approval.
  - Once minutes are approved, the Director will forward to the Clerk of Sherborn the approved minutes with the appropriate attachments.
  - Agreed that Honorary members are not included at this time and will not be added.
  - Edited Operating Rules will be forwarded again to the Board showing updates
- **Membership/Elections:** *NA*
- **Fiscal Committee:** *NA*
- **Website updates:** *NA*
- **Other Committees:** *NA*

#### **New Business:**

- Discussion regarding the upcoming virtual town training on October 13, 2021.
- Discussion regarding Attendance Issue at Board Meetings and agreement to make phone calls to certain absentee members with reminders about obligations/commitments, and reference to the three consecutive meetings or six meetings per year.
- Discussion regarding definition of who are Board Members, does that include Associate Members?, who are Council Members? Sections of the Operating Rules were referenced for clarification. The COA has seven voting Board members at this time.
- Discussion raised by Ken Adams regarding the Firewood Program. There are 40-45 loads to deliver with six commitments at this point.
- Discussion raised by Chris Winterfeldt regarding communication between Board meetings. Sue Kelliher will send emails to the Board and if emergency meetings or issues need attention before next Board meeting, then arrangements for such will be made in coordination with the Staff.
- Discussion re: update to Link to include other contact information for Renee Montella and Melinda Morle

#### **Action Items before next meeting (10/26/21):**

1. Town Training on October 13, 2021. (pending)
2. Update Operating Rules with edits from today’s meeting. Resend to Board. (pending)
3. New Selectmen Process for approval of Board members (pending)

#### **Attachments to the Agenda for this meeting:**

1. Treasurer's Report
2. COA Director's Report
3. Secretary's proposed new agenda and formatting.
4. Updated Operating Rules document.

**Adjournment:** Moved by Sally Tipton, Seconded by Gerri Hawn. Unanimous vote to adjourn at 10:31.

**Remaining meetings of 2021-2022:** 10/26, 11/30, 12/28, 1/25, 2/22, 3/29, 4/26, 5/31, 6/28

**Remains in Draft until Approval of these minutes on 11/30/21.**

**Attachments available in COA Office upon request.**

APPROVED