



Board Meeting Minutes of 11/28/2023

Respectfully Submitted by Lori Howe

Voting Members Attending:

Pete Hoagland, Sally Tipton, Gerri Hawn, Ken Adams, Lori Howe

Voting Members Absent: Jim Campbell, Pam Sampson (covering Drop-in today)

Non-Voting Associate Members Attending: Denise Orlando

Non-Voting Associate Members Absent: Pat Gray, Carole Marple

Staff Attending: Sue Kelliher, Kristina Gallant, Melinda Morle

Community Members Attending: 0

Voting Members Absent: 2

Quorum? Yes

Call to Order by Chair Pete Hoagland at 9:33 a.m.

Pete welcomed our new Associate member, Denise Orlando. Pete also welcomed Sue back after her accident.

Minutes. Pete asked for a motion on the October 31, 2023 Board meeting minutes. Sally motioned to approve as written, Ken seconded. There being no questions or discussion, the minutes were approved by a unanimous vote.

Treasurer Report by Gerri Hawn (see attached reports)

Gerri noted that we are not quite 40% into the fiscal year and have spent about 34% of budget. Most have been regular expenses, such as Senior Café on which we spent \$600. We're also starting to pay our Lifetime Learning instructors and Rec/social items like fitness and line dancing. We've been spending our grant money. Gerri went on to report that she looked at the startup expenses for the Drop-In Center which have amounted to \$779.40. The biggest portion of this was the town-wide mailing announcing the opening. The Friends contributed for furnishings. Jim Byrnes is very happy with the room as well as the response thus far; we've also gotten positive feedback from Tom Trainor on the Community Center Board. Up to now we served 80 people in five drop-ins, with an average attendance of 16. Board members reported receiving enthusiastic feedback from people in town.

Director's Report – by Sue Kelliher (see attached reports).

Sue started with a heartfelt thank you to the Board for the beautiful sent during her recuperation as well as the outpouring of support. Sue went on to outline activities planned for December which include a Sweater & Mitten drive at the Library on Dec. 6th; Cookies & Conversation with DSHS students on Dec. 12th; Make a Copper Ornament event on December 13th, and a Pancake Breakfast hosted by the Fire Dept. on Dec. 18th at

9:30am.Gerri asked about whether a flyer will be done for the annual Holiday Lunch and Sue responded that she will create one.

Sue talked about our grants and said she hopes we'll hear by the end of December. The Watercolor class is funded under the Mass Cultural Council grant through March. The class has been doing surprisingly well, with ten enrollees plus ten more on the waiting list. Sue said she had wanted to charge for the class in order to stretch our grant money, but the Library did not want to. Gerri suggested that if we did charge, we could run another class to accommodate those on the waitlist.

Sue also reported that 12 attended the Dowse/Apple talk; 33 theToll Brothers presentation, and 13 were at Mah Jong last week which has been going well. There's a lot of interest in Mah Jong; people drop in to play and don't have to pay. We will be adding Tai Chi in January starting on Jan. 17th at 1:00pm; the instructor has been teaching martial arts for 20 years.

Sue continued by announcing that we already have eleven Lifetime Learning programs scheduled and turned to Kristina to report on progress. Kristina said we have lots of great programs booked including Mindful Eating, Climate Change (a 5-week series); Art History; iPhone, Photography; Poetry, and the Greatest Songs of 1960-65. Politics and Opera will also be coming back.

Sue said that in all this good news there is some sad news: our great Politics instructor, Dave Smailies, is retiring and moving back to Ohio. He does have someone from Framingham State in mind to replace him. Dan has not only been a terrific instructor but he has refused to take any payment, or even a gift card or donation.

Sue also announced that we have a new COA brochure, copies of which were distributed. These will go in the Welcome package. Lori noted that this was one the objectives we set as a result of the Community Assessment. Sue was congratulated for a job well done.

Pete moved the meeting on to discussion of the **Senior Café**, noting that the issue is to decide what we do at this point. The Holiday Party on Thursday, December 14th will be the last cafe of the year. Melinda reported that of the last nine cafes, we had an average of 18, the most was 19, the least was 12. Lori asked Gerri whether attendance of 20 makes the Café viable. Gerri said there is a difference between what we spend and what we bring in, depending on whether we have to pay for Entertainment. This routinely costs us about \$150 per café. We have a total annual budget of \$6,500. Melinda said the cost has been averaging \$155-170, which has been low because most of the Entertainment has been sponsored, saving us dollars. Pete asked whether that's a reasonable cost for 18 people, pretty much the same each time, plus another 8 meals that are delivered to shut-ins. Melinda replied that last year at this time numbers were going up, then they tend to fall off as the weather gets better. With all this in mind, Gerri suggested we run the Café just from October to April and that it may need more promotion. Both Melinda and Sue said that staff do a lot to get the word and encourage people to go. Discussion ensued of ideas for signage, name of Senior Café, reasons why people have dropped out, the venue, whether we introduce a Brunch, etc. Following this, Pete asked whether we

have consensus to continue the Café from October through April; all agreed and encouraged increasing promotion.

Pete said that while we're on food, let's talk about planning for the Holiday Party. Sue asked whether she should order again from Roche Bros. Gerri detailed what was ordered last year as well as donations received. Sally has been calling Outpost Farm with no success; she will stop in. Sue will contact Roche Bros, and will ask Dowse's for cider and also call Wegmans/Westwood for a gift card to buy food.

Gerri said that in terms of door prize donations, she has emailed those she'd contacted last year. Melinda and Sally reported on businesses they are contacting. People have been very generous. Pete thanked everyone for all their efforts to make the party a success again this year.

Then Pete directed conversation to **Sit 'n Sip** (the Drop-In Center). Sue reviewed the volunteer calendar and said she's not sure how to make this process easier. Sign Up Genius hasn't worked well. They have been calling to reach out to recruit Volunteers; Judy Fledderjohn has expressed interest. Pete said we have Board member conflict on the last Tuesday of the month and Melinda said that Yu Li may be able to do Tuesdays. Gerri noted that Pam said we really only need one person there at a time; Pete said that two people could split the shift, one opening and the other closing. As always, a CORI check is required. Gerri asked whether the volunteer is responsible for munchies and Sue replied that staff will be picking them up.

Pete moved on to discuss **COA Board Membership**. We'll be losing Jim Campbell because his residency status is changing; he may stay on as an Associate. This means we need more full board members. Denise said she was interested in joining as a full member. Pete outlined the process of completing an application which needs to be approved by the Select Board. Sue will give Denise an app. Gerri noted that it's important to continue to recruit Associate Members so that we have a system to keep full board positions filled.

Next there was discussion of the **December Board meeting date** as members don't want to do the day after Christmas. Gerri said that we are in the midst of budgeting for the next fiscal year and our budget is due to Town by December 14th. Gerri and Sue will meet on December 11th to final our budget recommendation, then Sue and Kristina will be meeting with Jeremy to discuss. It was suggested that the Board meet on Tuesday, Dec. 12, at 2:00pm and do a hybrid meeting to accommodate all schedules. A further benefit of this date is that members could stay for the Cookie Swap and Conversation with DSHS students at 3:30pm.

Pete asked if there was any other business. There was none.

Adjournment

There being no further business, Pete asked for a motion to adjourn.

Motion to Adjourn: Sally motioned, Gerri seconded, and the motion was unanimously approved. The meeting adjourned at 10:38am.

Meeting Schedule for 2023: 1/31, 2/28, 3/28, 4/25, 5/30, 6/27, 7/25, 8/29, 9/26, 10/31, 11/28 and 12/26
Minutes Approved on 12/12/2023. Attachments available upon request.