



## Board Meeting Minutes of 7/30/2024

Respectfully Submitted by Lori Howe

### ***Voting Members Attending:***

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

***Voting Members Absent:*** Pam Sampson

***Non-Voting Associate Members Attending:*** 0

***Non-Voting Associate Members Absent:*** Carole Marple, Shruti Panjini

***Staff Attending:*** Kristina Gallant, Melinda Morle

***Community Members Attending:*** 0

***Voting Members Absent:*** 1

***Quorum?*** Yes

**Call to Order** by Chair Pete Hoagland at 11:00 a.m.

**Minutes.** Pete asked for a motion on the June 25, 2024 Board meeting minutes. Sally motioned to approve as written, Denise seconded. There being no discussion, the minutes were approved by a unanimous vote.

### **Treasurer's Report.** (see attached reports)

Gerri reported on FY24 year end expenses, noting that Postage, Mileage and Office Supplies were significantly overspent as has been the trend this year. This reflects the increasing cost of goods and services in the economy. Denise asked how the Town pays for overages and Gerri responded that the Town doesn't want any department to go over budget but in our case these overages are balanced out by underspending in other line items.

### **Director's Report** (see attached)

Kristina started by reporting the Summary Statistics for June, noting that the format looks a little different from Sue's because she printed it right from My Senior Center and that all the same information is there. Kristina announced that the MCOA outreach grant of \$6,300 will pay for Sue to help with this initiative, the first meeting for which will be mid August. She and Melinda have been very busy since Sue left and are doing okay. They are interviewing Assistant Director candidates – one next week and another the following. They will be careful to get the right fit. The job is posted on Indeed and MCOA, and they are trying to get maximum exposure networking to try to generate candidates. Second round interviews will be with Pete and Sally. The goal is to hire by mid September.

**The Link.** Sue has offered to do the monthly LINK which will be very helpful, especially right now with their increased work load. Gerri suggested that we might want to look for Assistant Director (AD)

candidates who have publishing experience to take over The Link. Kristina asked the Board to consider hiring Sue as a Contractor at \$25 an hour to do The Link, which would be 10 hours six times a year. Gerri thought that this wasn't a long term solution and that it would be better to have someone in-house to do it. Kristina responded that as they develop a new team they are trying to make each role well defined and play to each person's strengths. Gerri offered that once we have an AD, we should consider doing specific training on the software rather than relying on learning it their own. Kristina agreed and said that even if she or Melinda end up doing it, they would need formal training too. She feels that more than one person in the office needs to know how to do this as well as other major tasks. More discussion followed. Ken thinks that having Sue do The Link is a way to keep her associated with us and to utilize her expertise. Pete asked whose idea it was to hire Sue and Kristina responded that it was hers. Gerri added that she thinks it's okay to use Sue for 2 or 3 issues then bring it in-house.

Kristina added that we are still waiting to hear from the Mass. Cultural Council on a grant and she will follow-up with them.

### **New Business**

*Code of Conduct.* Pete asked where we stand on the Code of Conduct. Kristina distributed copies of a draft document and said that Jeremy is currently reviewing it.

*Membership.* Pete announced that Jim Campbell has formally resigned from the COA Board and shared his resignation letter. Pete went on to say that Dave Wilson sent an email expressing his interest in the COA Board.

*Friends of COA.* Sally announced that that the Friends are looking for a more meaty COA project to support. Gerri suggested that funding Sit'nSip might be a possibility and reminded us that the Friends were originally formed to fund a Senior Center. Kristina doesn't think that will ever happen and really feels that it would be ideal to have a covered pavilion in the new campus.

*Upcoming Calendar.* Ken asked Kristina to talk about what the Calendar looks like from August on. She replied that Thursday lunches will resume in September on the 12<sup>th</sup>. Sit'nSip will resume in September under the changed hours and with Dunkin Donuts providing pastries. Gerri reminded that we also talked about asking the Community Center to reduce our rate if cut our hours. Kristina responded that she and Pete will go to the Community Center to address this.

*Compensation to Presenters.* Kristina reported that Kevin notified her that he was raising his rate and when she told him we couldn't afford him at that rate, he went back to his original \$250 undiscounted rate. He will do a basic class in September-October-November. For comparison, we recently agreed to increase from \$200 to \$250 the rate for the woman who has done our popular Opera class for the past ten years. Kristina also said that as a practice she looks closely as what rate we are paying and how many are enrolled; for example, the Poetry class was \$150 for only 7 people, so she negotiated a lower fee with the instructor. Kristina went on to explain that she always tries to negotiate presenter rates. As another example, the instructor who will teach Acrylic Painting hasn't set her price for this 8-week class

which costs participants \$200. As of last week only one person had signed up and although Kristina would like to see it happen, she is not optimistic about this situation. This is also a bit conflicting with the Watercolor class at the Library which charges \$10/class. Kristina asked the Board if they want her to cancel Acrylic Painting and members responded Yes. There was a bit more discussion about programs.

Pete thanked Kristina and Melinda for the extra work they're doing and great effort they're putting in to keep COA humming.

### **Adjournment**

There being no further business, Pete asked for a motion to adjourn. Sally motioned to adjourn, Gerri seconded, and the motion was unanimously approved.

The meeting adjourned at 12:15pm.

***Minutes Approved on 8/27/2024. Attachments available upon request.***

*Meeting Schedule for 2024: 1/30, 2/27, 3/26, 4/30, 5/28, 6/25, 7/30, 8/27, 9/24, 10/29, 11/26 and 12/31*