



Board Meeting Minutes of 8/27/2024

Respectfully Submitted by Lori Howe

Voting Members Attending:

Pete Hoagland, Gerri Hawn, Ken Adams, Pam Sampson, Denise Orlando, Lori Howe

Voting Members Absent: 1 Sally Tipton

Non-Voting Associate Members Attending: Shruti Panjini

Non-Voting Associate Members Absent: Carole Marple

Staff Attending: Kristina Gallant

Community Members Attending: 0

Voting Members Absent: 1

Quorum? Yes

Call to Order by Chair Pete Hoagland at 9:45 a.m. (delayed due to Fire Drill in Town Hall)

Minutes. Pete asked for a motion on the July 30, 2024 Board meeting minutes. Denise noted a small correction to the time of that meeting. Pam motioned to approve as corrected, Denise seconded. There being no discussion, the minutes were approved by a unanimous vote.

Treasurer's Report. (see attached reports)

Gerri reported that finances are pretty self-explanatory. We're beginning the FY25 fiscal year and have spent a little over \$1,200 from the Town budget, the largest expenses being Postage and Transportation. We're off to a good start.

Director's Report (see attached)

Kristina decided to start with an *Update on the Assistant Director* position and happily announced that they hired someone last Friday, Maura Bennett, a long time resident of Sherborn. Maura will begin on September 9, working 35 hours per week. She brings great experience, is innovative, a team player, community oriented, high energy, a self-starter, and was a DS Track Coach for many years. She brings a well rounded background working with all age groups. Both Kristina and Melinda are excited about having her join the staff.

Kristina went on and briefly reviewed the Summary Statistics detailed in her report. In terms of programming, they'll be off and running next week. On September 5, there will be a Joys of Nature walk at Rocky Narrows, funded under the MetroWest Grant. Just a few days later, there will be a gratitude/nature walk funded under the Outdoor Grant. Three Lifetime Learning classes

start in September with Frank Villa back to do “Science of New England Weather” on September 9, Politics coming on September 24th, and another iPhone series by Kevin starting Sept. 30. Dave Smailes will be back closer to Election Day to do a special presentation. On Sept. 17 there will be a talk on the Dwight Derby House in Medfield, cosponsored with the Library. Kristina also reminded that an excellent Watercolor class is held Thursdays from 4-6pm at the Library.

The Men’s Lunch will now be on Fridays. A Ladies Lunch will start in October for a maximum of 20 participants and will run bimonthly; this will be funded under the MCOA Outreach grant.

Kristina said that The Link has been delayed and may be pushed to this Thursday. Gerri asked whether Sue had worked on this issue. Kristina replied that she did and that there was a lot of good back and forth. Overall this arrangement worked well and communication was quite easy.

Kristina asked for feedback on the Boston Personal Training (BPT) class. Gerri and Denise responded that it was very good, an intense workout, and the 45 minutes flew by quickly. There were four in the class which was a good number. Both would like to continue. BPT said she’ll offer it again in the Spring.

Sit’nSip restarts on Sept. 11 and will now run once a week from 9:30am to 12pm. Kristina spoke to the Community Center (CC) and they agreed to reduce our fee by half but will continue to charge \$40 for cleaning. Kristina noted that she was pleased that the CC responded so quickly. She also announced that since *Sit’nSip* will now meet only once a week, the CC retains the right to move furniture around to accommodate other events.

Kristina said that the idea has been informally discussed about the possibility of changing the name to something like “Community Coffee” since *Sit’nSip* hasn’t seemed to hit the mark. Pam said she likes “Ken’s Café” and Ken responded that he prefers “Mike’s Café” since we originally thought of that to honor Mike Kickham. More discussion ensued about other name ideas like “Mike’s Coffee Bar”, “The Coffee Bar”, and “Coffee Bar at the Community Center”. Because Dunkin Donuts has generously offered to provide pastries, members felt that we should note under the name something to the effect “sponsored by COA with donations from Dunkin Donuts”. Ken motioned to adopt the new name “Coffee Bar at the Community Center” with a subheading to the effect “sponsored by COA with donations from Dunkin Donuts”. Denise seconded Ken’s motion which passed unanimously. Kristina said that she and Melinda will get the word out through the weekly email blast and community bulletin boards around Town.

Senior Café. Kristina announced that our long-running *Senior Café* will now be called “Thursday Café at Pilgrim Church” in order to draw a larger audience. Cafés resume on September 19th.

Code of Conduct. Kristina reported that the Code is still being reviewed by Jeremy and that the Library is also working on a Code of Conduct. Jeremy is comparing the two.

New Business

Liability to Staff Drivers. Kristina said that because she and Melinda do a lot of job-related driving, she feels that this should be in their job descriptions. She mentioned that Jeremy is reviewing all Town policies in this regard. Lori emphasized that a driving requirement should definitely be in their job descriptions especially because of the personal liability issues. It was suggested that we consider starting a Volunteer Companion Program under our Transportation services with JFK, Dial-a-Ride, etc. Kristina noted that we are also working with another transportation company, Fednor, which Kristina has put on hold until the new Assistant Director starts in September. Gerri asked why we're moving away from JFK since we've been with them for so long. Kristina responded that they now insist on a 2-week notice for scheduling rides. We're engaging Fednor to give residents another option; the company serves all of MetroWest and is fully insured and trained.

Medical Equipment Storage. Kristina said she put this topic on the agenda because we are maxing out our storage space in the attic at Pilgrim Church. What they would ideally like to have is a shed right on campus for easy access. Pete asked what is in the old COA office and whether this space could be used. Kristina thinks that Rec is going in this office. Denise asked if a shed might be a project for the Friends who are looking for something substantial to help with. Discussion ensued. Kristina talked about size, quality, approvals, etc. and noted that the Pavilion is on hold for at least a year. Ken asked about the basement of the Community Center and Kristina replied that no, she didn't think this would be suitable. The specific location for a shed is another thing to think about.

Gerri raised a follow-up question from our last meeting about whether Dave Wilson will be applying for Board membership. Kristina said that he works at Pine Hill now so he can't do it until he retires.

Lastly Kristina offered that Sue left us in really good shape and she has continued to respond quickly to all questions they had. The transition is going well.

Adjournment

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

The meeting adjourned at 10:45am.

Minutes Approved on 9/24/2024 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