



# Town of Fairhaven Massachusetts

## COUNCIL ON AGING INFORMATION AND REFERRAL CENTER

229 Huttleston Avenue  
Fairhaven, Massachusetts 02719-1956  
Telephone: (508) 979-4029 / (508) 979-4081  
Fax: (508) 979-4116  
SeniorCenter@Fairhaven-ma.gov

### Council on Aging

### Board of Directors Board – Minutes .

Monday, November 14th 2011

BOARD OF SELECTMAN  
FAIRHAVEN MASS

2012 FEB - 8 P 12: 14

RECEIVED

Present: Albert Borges, Jeff Osuch, Jerry Brecken, Gerri Frates, Lindsay Gordon, Joan Mello, Francis Cox, Anne Silvia, Lee Cummings Allaire,

Absent: Joseph Borelli, Elaine O'Neill

Joan called the meeting to order at 9:35am. The meeting was legally posted, Lindsay was recording the meeting.

#### October Minutes Review:

There were no corrections made to the October minutes

Action Items: Job Descriptions for the Coordinator and the Director of the COA still need to be revised.

A motion was made by AI to accept the minutes and Francis 2nd the motion, all were in favor.

#### Treasures' Report:

The total expenses for the month for the COA were \$13,130.00.

The one item that was really high was the charge of \$1,935.00 for the heating system repair. In the future a new heating system may need to be installed as we keep having to repair the current system.

The total expenses for the Social Day Program were \$9,777.00. Total revenue for the month was \$12,697.00 and the income was \$2,919.00.

We were granted our requested appropriation increase to \$125,000.00

Al made a motion to approve the treasure report and Francis 2<sup>nd</sup> the motion. All were in favor of the motion.

### **Old Business:**

The new van seats have be ordered as requested with the seat modifications.

Six new tires were purchased for the van

The 10<sup>th</sup> Anniversary celebration for the COA will be celebrated on the 10<sup>th</sup> of December along with the holiday old time Christmas open house. There will be pictures with Santa, bake sale, homemade holiday stockings for sale, wreath sale and cupcake decorating for the kids.

Action Item follow-up - letters sent to current family members that are clients of the social day program. Eight people said that would like to increase the hours as their loved ones enjoy the program so much. There does not seem to be a "need" to extend the hours at this time of the program.

Action Item follow-up – Lindsay spoke to the town account and any fundraising that is done for the Social Day program and or the COA needs to be turned into the town Selectmen as a gift and needs to specify where the gift amount should go. An example would be entertainment for Social Day which an account was made for so that all the monies donated into that account are only used for entertainment.

Al made a motion to accept to old business and Francis 2<sup>nd</sup> the motion, everyone was in favor.

### **New Business:**

Joan welcomed Lee Allaire to our board

Sunday afternoon events: Anne and Joyce put their heads together and would like to volunteer their time on one Sunday a month and host an activity. Some of the ideas that were discussed were, indoor yard sale, super bingo, sundae ice cream bar, pancake breakfast, karaoke contest, soup and sandwich and other events that would be fun. The participants would be asked to donate a dollar or two to attend the event. There was discussion regarding transportation and that we might be able to have transportation available. The thought was to start in January 2012.

Friends' group meeting: Anne had put some feelers out to see if she could get people interested in being part of the friends group. There were a few people that came but Anne is going to try and build up the group after the 1<sup>st</sup> of the year as the holidays are a tough time to engage people. Anne was going to reach out to Rochester COA and Dartmouth COA to see what it is that keeps their Friends group so strong.

Art Show - The art show was set for November 30<sup>th</sup> art show with the high school students from Fairhaven. Anne was going to contact the local papers for coverage at the event.

Christmas Party for the Staff and Volunteers: Will take place at the Century House on Saturday December 17<sup>th</sup> 2011. The Friends of the COA are sponsoring the event.

Selectmen Letter: Cindy is asking for 18 weeks of overtime that works out to 18.25 hours. Cindy has a letter from her personnel book in regards to the increase being a minimum of .35 an hour. Anne will be discussing with Jeff and then after the discussion with Jeff Anne will write a letter to the Selectmen. All the board members felt that we should compensate Cindy in whatever way we can and were in support of either the difference in pay between the Director position and her position for the 8 weeks and or the overtime rate.

Sunshine fund: The board discussed starting up a sunshine fund again and everyone was in favor.

Reorganization of the Board Member offices: Joan Mello is the Chairmen of the COA. Gerri made a motion to appoint Lindsay to Vice Chairmen and Al 2<sup>nd</sup> the motion. Lindsay was voted in as Vice Chairmen and Lindsay will also continue to hold the Secretary position. All board members were in favor of the motion.

#### **Social Day Report:**

Joyce had put together a document showing the participants and there schedule of attendance. There are also two new clients that are attending the program.

Jeff brought up a concern for the participation being so low for October for the Social Day Program. Jeff is concerned about the year-end revenue based on the current trend. The need to continue to market our program and reach out to the local professionals was reviewed again to help us increase our participation.

The charge for the day care program was reviewed. Increasing the daily charge by \$5 was a suggestion for the private pay clients that attend the program.

The job descriptions for both Joyce and Sue need to be reviewed and a change in the title on both job descriptions needs to be made. Lindsay will follow up with John Nuns to see what needs to be done.

The new sales table is working out well

ARAW has been in to meet Anne and we are looking forward to not being on probation any further.

## **Director Report:**

Coastline sent a card thanking the COA for supporting their luncheon for Charles Sisson, they raised over \$11,000 for their men's fund.

Wellness program will now have a dietician on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday starting in December through Community Nurse of Fairhaven.

December 6<sup>th</sup> trip to see Christmas lights with transportation through the COA.

Meals on Wheels will be packaged here on the Friday after Thanksgiving. Anne will come in on that Friday to open the COA and help with packaging the meals.

Chair Yoga will start on December 5<sup>th</sup> 2011; this is a new program that is starting.

The Recreation center floor in the gym is going to be ripped up on the 28<sup>th</sup> of November. Tia Chi and Zumba need a space to have their program and we are going to host their programs for the month of December. They are going to use the social day area as it is lunch time when these classes are scheduled for.

Rachel's Challenge: This is a program that evolved around Rachel a young girl who was the 1<sup>st</sup> student at Columbian to be killed. Rachel kept journals and her mission was to change the world. After her death her Father created an organization that is now worldwide, going around speaking to schools and children around the world. Her mission was that one person, one act of kindness can lead to another person's act of kindness, the pay it forward concept. Anne met with the guidance counselor at the high school and will be meeting with her about how the COA can partner with the school on this program. Anne is looking to start this partnership in January. Anne highlighted Rachel's 5 areas that she wanted people to focus on:

- 1) Look for the best in others
- 2) Dream big
- 3) Choose positive influences
- 4) Speak out and with kindness
- 5) Challenge your own chain of reactions

Anne would like to join the NCOA (National Council on Aging), the cost is \$145. By joining this organization Anne would be able to in the future get us accredited and the only other area accredited COA is Rochester. Gerri made a motion and Francis 2<sup>nd</sup> the motion, all were in favor.

Respectfully Submitted,

Lindsay Gordon