

Harvard Council on Aging
Annual Board of Directors Meeting
Tuesday, August 16, 2022

Hybrid meeting with in-person location: Hildreth House porch, 15 Elm Street

Attendees: Guy Oliva, Debbie Thompson, Beth Williams, Margaret Murphy, Kelene Blumstein, Lynne Musto-Pesa, Wade Holtzman, Carl Sciple, Chet Hooper

Guests: Barbara Cerva and Heidi Siegrist - FCOA

Meeting was called to order at 9:05AM.

- Guy introduced the new board members, Beth Williams, Wade Holtzman, and Kelene Blumstein.
- June 21 board minutes were unanimously approved. Debbie commended Chet for his excellent minutes.
- **Director's report.**

OUTREACH:

With the fall season upon us, the outreach department will be scheduling events and presentations in coordination with our fire and police departments. The outreach department is also dealing with a few very serious social service cases of people with mental health and dementia – related issues, so the outreach team is very busy at this point. They are collaborating closely with police and the co-clinician (Jennifer McLean) that has been hired to support cases like this.

PROGRAMS:

The program coordinator, Laura, is leaving this month. Her last day is August 17th, so as she moves on to greener pastures, the COA wishes her well, and will miss her. If you know anyone who would like to consider applying for the job, please send them Debbie's way. The job is 17 hours a week, requires technical expertise and a positive attitude with good ideas for programs and trips for our seniors.

COMING EVENTS: Most programs are now being offered in-person.

Every Tuesday	10am Bowling at 204 Lanes
Monday, August 22	1pm Talk on Ukraine and Russia w/ Henry Quinlan
Thursday, August 25	9:30am van leaves for Lowell Locks Tour
Thursday, September 8	4pm Ham & Bean Supper by Knights of Columbus
Tuesday, September 13	1pm Tour of Red Dragon Pool Hall w/Roy Pastor

The COA will be closed on Friday, September 2, and Monday, September 5 for the Labor Day holiday

- **Treasurer's report.** Debbie presented the Treasurer's Report.

New Fiscal year 2023 starts off with new balances:

COA wages	\$212,396.49
Expenses	\$10,180.60
Mart wages	\$19,421.43
Mart expense	\$948.33
Revolving	\$4592.97
Gift account	\$94,084.10

- **COA New Building Update:** The contractor is currently doing the interior demolition. About 50% completed. Estimated February completion date for the building. They have also started the HVAC

work. Guy is currently working on getting bids for the Audiovisual system. Kitchen appliances have been purchased, from Hunter Appliance, and will be installed by the contractor, when appropriate. Guy and the Permanent Building Committee did a site walk last week. An additional walkway will be added at the back of the building from the parking lot to the patio for egress. The exterior of the building will look the same, cream color with dark green trim. Carl Sciple expressed concern over the fact that the new building will only have a warming kitchen, as opposed to a commercial kitchen. Guy and Debbie explained the reasoning behind the decision to have a warming kitchen only.

- **New officers, committee chairs & liaisons.**

Chair: Guy Oliva

Treasurer: Margaret Murphy

Recorder: Chet Hooper/Nancy Webber

Age Friendly Committee: Beth Williams

Select Board Liaison: Carl Sciple

Planning Board Liaison: Margaret Murphy

Transportation Committee: Beth Williams

Friends of the Council on Aging: Beth Williams

Minuteman Sr. Services: Kelene Blumstein

- **Develop goals for FY 2023.**

- Creation of financial reporting system – munis: Debbie and Margaret will coordinate with Town Hall on obtaining financial data.
- Review policies and procedures for board members: The Board updated and revised the wording from the June 2015 policies and procedures. Debbie will update and distribute revised document.
- Programming ideas and implementation for new facility. This item was tabled for a future agenda closer to the completion of the work in the new building.

- **Discussion on meeting time preference.** The Board voted to keep the meeting on the 3rd Tuesday of the month. Guy will distribute updated schedule of meetings.
- **New Business:** Carl Sciple and Guy Oliva spoke of the fact that the FCOA needs to gear up fundraising efforts towards the new building. Heidi Siegrist, FCOA Chair, reiterated the need for FCOA members to do the fundraising and asked that if the Board knew of any candidates that might be interested in joining the Friends, to send them her way.
- **Closing:** Meeting was adjourned at 10:49AM.