

**Harvard Council on Aging
Board of Directors Meeting
May 19 2014
Hildreth House**

Present: Pam Frederick, Sue Guswa, Bruce Dolimount, Connie Larrabee, Katie Petrossi, Suzanne Roberts, Carlene Phillips, Fran Nickerson, Deb Thompson

Absent: Hank Fitek

Guests: Sharon Briggs, Claudia Jarratt (FCOA)

Call to Order: 4:05

The minutes of the April 14 2014 board meeting were approved with one question.

The treasurer's report was approved as submitted.

The board had a brief discussion about COA revolving funds and how they can be used. That account has accumulated a balance over the years due in part to a small trip surcharge intended to help pay the program coordinator. Lucy suggested we might be able to use it to assist seniors who can't afford to participate in trips.

Program Committee Report

The Rock & Roll dance party on May 17 was a great success , with 34 attendees - some of them newcomers to COA events. Board members agreed it was a great way to wrap up our Life Transitions series. The Program Committee is considering having a summer supper sometime in July, details TBD.

FCOA Update

Claudia reported that the FCOA has been slow getting started and suggested that the meetings haven't been long enough to allow sufficient time for goal-setting and organizing break-out groups. The FCOA will focus on setting goals at its next meeting. Another suggestion was to schedule FCOA meetings following COA board meetings, which could result in closer collaboration,

Talking Points Committee

Sue reported that the committee is almost finished with the talking points document, which she sees as the core of an effort to increase the COA's visibility in the community. She hopes that everyone on the board will reach out to 5 - 8 people and make sure they have this information.

Lucy suggested putting it on the COA website, and also making a report at a selectmen's meeting, which would be broadcast on cable.

Katie will ask Staples to donate materials to create a simple two-pocket folder, embossed with the Hildreth House logo, to contain inserts about COA programs and goals. The folder would be distributed to potential supporters at neighborhood gatherings and other public presentations. Board members agreed that this idea would provide great flexibility at a reasonable cost.

Hildreth House Improvement Committee Update

The HHIC is moving slowly through the tedious process of preparing specifications for the window replacement project. Connie said they hope to have the new windows installed before cold weather sets in, but it could take longer than that. The architects are still working on the phased schematic design, and should have something to review in early June.

Old Business

COA brochure: Board members reviewed the latest text revisions and made several additional suggestions. They voted to approve the final version and authorized Carlene and Connie to review and approve the redesign before printing.

Chef Paul lunches: Pam and Sue will follow up with faculty advisor Janis Dyer about the possibility of having more frequent lunches for seniors put on by the Student Council. The idea of having seniors buy lunches at Bromfield on an informal basis appears unworkable due to security concerns.

COA Video: After many months of trying to make progress on a new COA video, the board agreed that it's taking too much time that would be better spent working on programs.

New Business

MART van request: Debbie reported that the COA MART van is increasingly unreliable and she has asked the town administrator to request a new van. The board voted to endorse that request.

Board members: Bruce, Katie, and Pam all agreed to continue their service on the COA board for another three-year term. The board voted to recommend all three to the selectmen.

August planning session: The board agreed on Tuesday, August 26th as the date of its annual planning session, to be held from 9am to noon at Hildreth House. New officers will be elected then and Pam asked everybody to think about their roles next year.

Housing: Carlene proposed, and the board agreed, that we should focus more on the need for affordable senior housing in town. Lucy suggested asking the Municipal Affordable Housing Trust about plans for the Poor Farm property, and also contacting the Master Plan Committee about the issue. In August, the board will likely form a housing committee

Director's Report

Debbie is scheduled for a two-day ServSafe training by the Massachusetts Restaurant Association. She will earn a certificate that will allow using Formula Grant money to purchase food for Hildreth House events.

A new computer for the lab has been ordered with a grant from the Lions Club. The balance of the grant money can be used for food and supplies for special events.

The Catholic Heart Work Camp will return to Hildreth House from June 30 to July 3, working from 9 to 3 every day. In addition to cleaning the house and putting a

protective coating on the wood floors, teams are available to help seniors with yard work, stacking wood, and other projects.

Upcoming events:

Tuesday, May 20 – Wellness with town nurse and eye clinic with Dr. D’Ambrosio

Wednesday, May 28 – Trip to Concord House assisted living

Thursday, May 29 – Police Association cookout

Friday, May 30 – Computer class with Q&A on Microsoft office

Tuesday, June 3 – Fire prevention program

Wednesday, June 4 – “Sometimes we all Forget” program with Margaret Perras

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The next COA board meeting is scheduled for Monday, June 16, 2014 at 4 pm.

The COA meeting was adjourned at 6 p.m.

Respectfully submitted, Connie Larrabee