

Board of Director's Minutes

Pembroke Council on Aging

May 15, 2018

Called to Order at 6:05pm

Present: Linda Osborne, John Melchin, Jim Kincade, Eve Masiello, Susan Shea

Alternates: Joe Ryan, Marilyn Christmann, Janet O'Melia

Absent: Janet LaBerge, Sue Ellen Hewitt, Pam Blades, Karee Bohman

Minutes: Read and accepted

Treasurer's Report: Read and accepted

Director's Report: Read and accepted

Friends of COA Report: Read and accepted

OCES Report: N/A

OCPC: Read and accepted

Sue Shea, our new Director, spent a few minutes explaining the new information desk, located just outside the door to the administrative office. This desk will be manned by volunteers. This person will be trained to answer most of the most commonly asked questions of the office staff.

Ms. Christine White will be returning to the COA as transportation coordinator. The current transportation coordinator, Belaine McCabe will still be active with the COA helping out at the new information desk and with running the Memory Café with Linda Freeman.

The plantings in front of the COA building, that were planted last Fall, will be replaced by Tomasi Nursery as they all have not done well. The bushes are under warranty so we've been assured they will be replaced free of charge.

The painting of the inside of the COA building will begin soon. It is planned to have most of the work done evenings and weekends so as not to disrupt any day time projects.

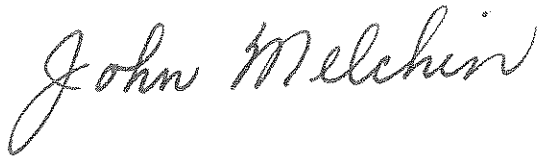
The strategic planning committee spent several minutes going over plans for some additions to the building and some of the suggestions that the architect has made.

It was also mentioned during the course of the meeting that we need more meals on wheels drivers.

We also would like to remind clients of the COA to refrain from using the kitchen door to enter the building and ask that you use either front or side door, both of which are handicapped accessible.

Meeting adjourned at 7:00pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "John Melchin". The signature is written in dark ink and is positioned below the "Respectfully Submitted," text.

John Melchin

Next Meeting: June 19, 2018