

Approved

Board of Director's Meeting

Pembroke Council on Aging

August 27, 2018

Present: Janet LaBerge, Jim KinKade, John Melchin, Linda Osborne, Pam Blades, Sue Shea

Associates: Joe Ryan, Marilyn Christmann, Karee Bohman

Absent: Sue Ellen Hewitt, Janet O'Melia

Meeting Called to Order at 6:00pm

READ
Minutes: Read and Accepted

Treasurer's Report: Read and Accepted

Director's Report: Read and Accepted

We are happy to announce that the air conditioning system is up and running again after we had a slight problem with the system earlier this month.

A new countertop has been installed on the reception desk. It was donated by the Top Shop in Hanson.

New digital signage over the coffee station has been installed in the COA lobby. This signage is updated daily and contains all the most recent scheduled events and notices at the COA. This will replace our events bulletin board. We also have a chalkboard by the rear entrance to highlight changes in programs, cancellations and to highlight events and meal of the day.

We have trained several volunteers to staff the information desk, just inside the front door, for as many hours a week as possible. If staff is not available at the time of your visit or your call, this individual can provide some literature or make a referral for you to programs such as Outreach or Shine.

There has been a problem with parking on our side lot, bordering with Dunkin Donuts. Some residents attending events or classes at the COA are parking in spaces close to the building and in some cases, in handicapped spots and then leaving the building for extended periods. This ties up spaces here at the COA for those who come to classes later. Sue Shea is issuing a reminder about the need for parking spaces to be freed up during the day whenever possible and also a reminder that there is no parking in front of the building where the buses park and turn around.

We also spent time discussing the new addition we would like to propose in the rear of the building. We continue to discuss adding at least one more handicapped bathroom, possibly two and reviewed membership on the Strategic Planning Committee. We discussed the need for the committee to meet between board meetings to review information that we need to gather in order to proceed. Joe Ryan, Linda Osborne and Sue Ellen Hewitt have all been on this committee. Sue Shea will reach back out to Sue Ellen to make sure she would like to continue. We will not be making this proposal this Fall as we do not have enough data to be able to make a meaningful presentation.

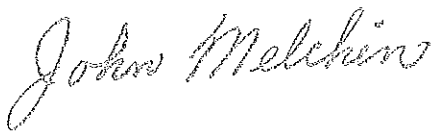
As Eve Masiello has not renewed her position on the Board, the Board voted to nominate Joe Ryan to serve in that vacant position. No other associates expressed interest at this meeting, so Janet LaBerge plans to submit a letter to the Selectmen's office nominating Joe Ryan. We touched on the concerns raised about Joe serving in that position due to his dual position of being a medical driver. Joe reports this was explored in the past by previous Director Anna Seery and he was told at that time that there was no conflict, but if there was any vote to be taken that impacts drivers, he would need to leave the room and recuse himself from that particular vote.

The Board agreed that at our next meeting, which will also be our annual meeting, we will review by-laws to explore if there are changes or updates we need to consider at this time. Joe Ryan raised the question of increasing the number of board members. This is up for discussion at the next meeting.

Meeting adjourned at 7:32 pm

Next Meeting is scheduled for September 18, 2018 at 6pm and will be the annual meeting.

Respectfully Submitted,

A handwritten signature in cursive script that reads "John Melchin". The ink is dark and the signature is fluid, with a large initial 'J' and a stylized 'M'.

John Melchin