

*Draft Copy*

**Board of Director's Meeting**

**Pembroke Council on Aging**

**September 18, 2018**

Present: Janet LaBerge, Sue Ellen Hewitt, Jim Kinkade, John Melchin, Linda Osborne, Pam Blades, Susan Shea, Joe Ryan

Alternates: Marilyn Christmann, Karee Bohman, Janet O'Melia

Meeting Called to Order at 6:00pm

Minutes: Read and Accepted

Treasurer's Report: Not available by the start of our meeting

Director's Report: Read and Accepted

Friends of the Council on Aging Report: Read and Accepted

Old Colony Elder Services Report: N/A Meetings resume end of September

O.C.P.C. Report: Read and Accepted.

The first order of business at our annual meeting was to elect new Officers for the next 12 months. For this year, we have elected Sue Ellen Hewitt as Chairperson, Pam Blades as Vice Chair, Jim Kinkade as Treasurer and John Melchin as Secretary.

The Friends of the COA have decided not to have a formal Halloween Party this year, but instead their efforts will be focused on a Murder Mystery Event planned for October 18<sup>th</sup> from 6 to 8pm. Raised the issue of wanting to attract new members to get involved in Friends activities so that the same few people are not always responsible for planning events.

We spent time discussing some new programs that the COA would like to try such as the Murder Mystery at night and a Mindfulness Class that will run Saturdays in October, starting October 6<sup>th</sup>, from 9 to 10am. These events will be free and the hope is that we can encourage more seniors who work weekdays to attend by offering events outside of our normal hours.

We also reviewed the COA's bylaws and discussed the present community building and plans that have been raised in the past to possibly redesign the center and how that might impact the COA in the future. Andrew Sullivan, who has been behind this proposal in the past, came in to meet Susan Shea this week and she invited him to attend a Board Meeting to share specifics with the Board. We discussed that it is hard to formulate an opinion without more information first.

We also discussed the need for the Strategic Planning Committee to resume regular meetings. Linda Osborne, Sue Ellen Hewitt and Joe Ryan all agreed to continue to serve on that

committee, and Janet O'Melia also expressed willingness to join that group. They plan to meet at the COA on Tuesday, October 9<sup>th</sup> at 6pm. They will review the information we currently have and explore what steps need to be taken over the coming months. The purpose of the committee will be to continue to explore the need for an additional room off the back of the building for events and also for a private space to meet for staff with clients as needed. Susan Shea noted that we have continued to have space issues when we have events and also need to meet with clients regarding outreach, food stamps, fuel assistance and SHINE appointments, despite adding the outreach office over a year ago.

Information desk is working out well and has handled over 100 inquiries from mid-August to mid-September. Belaine McCabe and Roz Nunes are both volunteering in that position, so we have five days covered, for a portion of each day. The volunteers are doing a wonderful job. The goal of this position is to make sure everyone who comes in to inquire about a need either gets help right away, or walks away with some information until an appointment can be set up.

Information desk is also helping with calling on food lists for food pantry delivery and will be helping to make calls to update our PEMA list (Pembroke's emergency list) and to update emergency contact lists. Information will also help give out lists of documents needed as we start getting calls about fuel assistance for this year.

The parking situation has improved as residents have been responsive to our requests that they do not leave their car in parking spaces close to the building for extended periods.

Meeting adjourned at 7:40pm

Next meeting is scheduled for October 16<sup>th</sup> at 6pm

Respectfully Submitted,

A handwritten signature in cursive script that reads "John Melchin". The signature is written in dark ink and is positioned above the printed name.

John Melchin