

Rochester Council on Aging (RCOA)
Board of Directors' Meeting
67 Dexter Lane
Rochester, MA 02770

June 8, 2022

In Attendance: Michael Cambra; Vice President, Sue Norton; Treasurer, Marjorie O'Brien; Secretary, Marjorie Barrows, Mary Bessey, Andrew Revell, Sandy Charron, Pat Joy, Eric Poulin; Director, Carol Galante-Dias; Administrative Assistant, Lorraine Thompson; Outreach Coordinator, Ann Soares; Clerk

Absent: Pauline Munroe, President

Call to Order – With confirmation of a quorum, Mike Cambra called the June 8, 2022 RCOA Board of Directors' Meeting to order at 9:04 a.m.

- I. Approval of the May 11, 2022 Board of Directors' Meeting Minutes-Sue Norton motioned to accept the minutes, Seconded by Sandy Charron, unanimous vote with 1 abstention by Marjorie O'Brien.
- II. Treasurer's Report- Sue Norton reports the Sunshine fund at \$306.19 after yearly dues were collected from all board members. Budget was \$294,699 on July 1, 2021 with expenditures of \$235,699.73 thus far into the fiscal year leaving a balance of \$58,999.27 for the remainder of the fiscal year. An encumbrance of \$16,578 will be requested to cover the 20% match for a new 14-passenger vehicle. (We are applying to MassDOT for a grant by the end of June for this vehicle.) Eric went over a list of unanticipated expenses including cost overruns for the installation of air conditioners and the town adding cellular transmitters to town buildings for broadcasting fire and security alarms and he detailed how he was covering these expenses. Mike Cambra made a motion to send a letter to the town asking for notification of potential expenses in a timely fashion, Seconded by Sue Norton and unanimous vote. Motion to accept treasurer's report by Mike Cambra, Seconded by Sue Norton with unanimous vote.
- III. Director's Report
 1. Open House- Director Eric Poulin thanked all who were involved in the planning and execution of the center's open house on June 1, 2022.
 2. Transportation- Carol Galante-Dias displayed a worksheet and weekly schedule of our drivers illustrating the amount of work they accomplish daily and weekly. One driver filled the sheet completely. Mileage has increased 25,000 with over 200 runs. There are many trips planned besides the normal day to day scheduled appointments. They are as follows: 6/17 transport to White's at 8 a.m. for the Bristol Plymouth Celebration of

Seniors, 6/27 Hyannis Mall, 7/14 the Monday morning painting group to the Cape Cod Cultural Center, 7/18 Charles River Cruise, 8/1 TBD, 8/8 Cape Cod Canal, 8/20 Gloucester, Southwick, Wrentham Village Outlets. Mike Cambra discussed downtown New Bedford at the Vault around 5 p.m. they offer Fish and Chips for \$5 but you must order a beverage. Ann Soares discussed the monthly Veteran's Social group would like a field trip so a package with options will be submitted to them for their approval. Andrew Daniel suggested the Pirate Museum on Cape Cod. Eric Poulin announced our new fully accessible minivan should arrive within a week.

3. Outreach-Lorraine Thompson states she serviced 85 individuals this month. She states that she provided oil delivery to a previously homeless person and cooked 10 meals and made nursing home visits. Mike Cambra made a motion that the Outreach Coordinator, going forward, provide monthly reports in writing (Excel spreadsheet preferred). Seconded by Mary Bessey, unanimous vote.
4. Garage/Container- (The Board skipped from #4 to #10 and then came back to #4.) Mike Cambra stated that there were items in the container which he had cleaned out but some items remain and need to be looked at. Eric stated that our professional organizer, Rachel Fontaine, will return on June 16th from 9:30 a.m. to 1:30 p.m.
5. Building Use Applications-Eric Poulin stated there is one application this month, a request by Michelle Manny for an 80th birthday party on Saturday, July 23 from 11 a.m. to 2 p.m. Motion to allow use made by Mike Cambra, seconded by Sandy Charron, unanimous vote. Sue Norton also motioned to form a Building Use Subcommittee consisting of Sue Norton, Pat Joy and Sandy Charron. Seconded by Mike Cambra, unanimous vote.
6. Building Expansion Subcommittee-Eric Poulin solicited quotes from 14 architecture firms. 2 out of the 14 provided quotes: Starck Architects and Turowski2 Architecture. Turowski2 was the lowest bidder at \$22,892 and they also had a number of senior center projects in their portfolio. The Friends of the Rochester Senior Center will be asked to cover this cost. Motion to accept this bid made by Mike Cambra, Seconded by Sue Norton, unanimous vote.
7. Coastline Elderly Services Event- The Bristol Plymouth Celebration of Seniors event will take place on Friday, June 17, 2022 from 9-12 at White's of Westport and our center will provide transportation for our seniors. Van(s) will leave from our center at 8 a.m. on the 17th. The event will feature a full breakfast, a speaking program and important information for seniors from over 70 agencies.
8. Monday lunches for May – Collected \$465 with expenditures of \$358.17, \$106.83 profit.

9. Facebook Advertising- Breakfast Program was advertised and has resulted in increased traffic/customers. The advertisement received 228 likes and 77 shares with many comments and questions. We are currently working on our signage to change the name from Ye Olde Breakfast Shoppe to the Friends and Family Breakfast Café. The Breakfast Program also has a need for dishwashers on Wednesday, Thursday and Friday.
10. Kitchen Audit Review- Dottie Lebeau, a former/retired state health inspector, was hired as a food & safety consultant for our kitchen/food programs. She visited twice in June to supervise all programs with a food related program. Her written report with 25 findings was provided to the Board along with written details on the corrective actions that will be taken for each item/finding. The COA will hold trainings on July 9th and 12th for its staff. Those attending July 9th will end up receiving a Food Safety Management Certification from the National Registry of Food Safety Professionals. Volunteers that attend on July 9th will receive instructions on food handling, basic sanitization techniques and kitchen organization.

Mail/Correspondence- none

Acceptance of Donations-motion made to accept \$500 in donations by Sue Norton, Seconded by Mike Cambra, unanimous.

Staff and Volunteer update- None

Other Board Member Discussion- Discussion on the need to develop a marketing plan for the center and potentially rebranding ourselves as a community center. Eric will follow up. Some Board Members questioned the usefulness of the accreditation process. This discussion will be continued at a future Board Meeting.

Public Comment- none

Motion to enter into Executive Session by Mike Cambra, Seconded by Sandy Charron, unanimous.

Meeting reconvened from Executive Session at 11:31 a.m.

Motion to adjourn at 11:31 a.m. by Mike Cambra, seconded by Sandy Charron, unanimous vote.