

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

September 14, 2022

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

Absent: Pat Joy

Call to Order – With confirmation of a quorum, Pauline Munroe called the September 14, 2022 RCOA Board of Directors' Meeting to order at 9:02 a.m.

- I. Approval of the August 10, 2022 Board of Directors' Meeting Minutes-Sue Norton motioned to accept the minutes, Seconded by Mary Bessey, unanimous vote with 2 abstentions (Mike Cambra and Marjorie Barrows).
- II. Treasurer's Report- Sue Norton reports the Sunshine fund remained the same. Eric Poulin stated the budget as of July 1 was \$327,559.00. Expenses of \$62,144.06 thus far into the fiscal year leaving a balance of \$265,414.94 through June 30, 2023. Motion to accept treasurer's report by Marjorie Barrows, Seconded by Mike Cambra, unanimous vote.
- III. Director's Report
  1. Transportation- Carol Galante-Dias stated 263 rides in August, up 106 from July. 3,200 miles in August, up 440 from July, totaling 5,960 in 2 months.
  2. Outreach-Lorraine Thompson submitted a report on her Outreach visits which was in the Board's packet and had nothing additional to discuss.
  3. Activities- Ann Soares reports she began the position in July with already scheduled trips into September. The Canal trip had wonderful critiques but next year we will pick a restaurant for all to attend. Gloucester waterfront festival was attended by 3 bus loads of people and everyone was very pleased. Veterans group went to the Seabee Museum and then Greg's. We had a nice Veterans' social and Chris Gerrior, Veterans agent for tri-town has been a regular. We are planning a Tri-town Veterans social for October 6th and have had a generous donation from Toni Link of \$50 which will go towards a pizza night. The donation was payment for a "Thank you Veterans" beaded portrait created and donated by Pat Gadomski. She has offered to make another one for the Center. Ann has scheduled trips until the end of the year/December. Southwick Zoo was attended by

11 people and had very nice critiques and they loved their driver. Scheduled for October are Wrentham outlets, Whydah Pirate Ship, Whites dinner theater and Foxwoods. Other upcoming trips are DooWop at the Z, Hart's Turkey Farm and New Hampshire's Crafters Guild. The veterans are scheduled to go to the US Coast Guard Academy with hopes to tour the Eagle Ship. On special events there is a Volunteer Luncheon on October 18, at 11:30 put on by Old Colony and we are working on the menu and individual invitations. There is a new bulletin board for posting trips and special events and a binder in the reception area describing our trips in more detail along with a new policy for signing up which is posted. We are skipping November Veterans Social and will have a Veterans Dinner on Veterans Day at 5:30 p.m. which is a Friday and help is needed. Old Colony High School is also doing our Thanksgiving Supper on November 18 which is the Friday before Thanksgiving. Ann is learning Excel and putting things into the computer with the help of Carol and Eric.

4. Mike Cambra presented an Emergency Shelter information packet which was updated by Eric Poulin. Motion made to accept as written made by Pauline Munroe, Seconded by Sandy Charron, unanimous vote.
5. Kitchen- Grill hood was cleaned. Discussion on safety recommendations from Dottie Lebeau who was hired to consult on the kitchen and the need for air gaps to be added to ice machine, dishwasher and need to air gap or add a vegetable washing sink. The replacement of ceiling tiles in the kitchen area is also a need. Sue Norton asked for a cost on these items and Eric stated he would get quotes and report back to the board at a future meeting.
6. Project updates: Security cameras are currently being installed with some up already. Eric also obtained a quote from Watch 24, which was in the Board's packet, to upgrade entrance doors with a key fob system. The Board made a motion to endorse moving forward with the door entry project. Mike Cambra made motion, Seconded by Sue Norton, unanimous. Eric will work out how to fund the project. A request to fund project through SEMass grant available to town will be made. Town will be deciding soon. If that isn't funded he will explore other avenues. Asphalt and landscaping to finish new equipment garage project will be provided by various town departments. The COA will need to come up with funding for the fencing needed to finish the project.
7. Breakfast Program MOU- Eric Poulin has submitted bills incurred for the kitchen to the Friends with hopes they will absorb ½ of the costs per the signed agreement/MOU but regardless the bills have already been paid. Changes needed to the MOU were discussed. Paperwork needing to be submitted with the MOU by the Friends was discussed including having a certificate of solicitation which is very important. A non-religious non-profit raising more than \$5,000 in year must have this certificate. We should also have a copy of the Friends' ST-2 form from the MA Department of Revenue (DOR) on file. Mike Cambra to work with Friends on drafting MOU. New MOU will be submitted to the Board and a vote to adopt will be requested once that is completed

along with the Friends' providing all of the necessary paperwork as stipulated in the MOU which was 501c3 certificate. ST-2 form, Certificate of Good Standing from Secretary of State's Office and Certificate of Solicitation from Attorney General's Office.

8. Fire department CPR training September 21st from 6-9 pm @ COA
9. Town Hall Interviews September 22nd from 5-9 pm @ COA
10. Rochester Triad September 30th at 10 am @ COA
11. Old Rochester Youth Baseball Elections October 3rd from 6:45-8:30 pm @ COA
12. Health Department-Flu Clinic- October 5th from 9am -12 noon @ COA
13. October Volunteer Luncheon - thank you event - October 18th - 11:30 @ COA
14. Monday lunches for August summary- included in Board Packet. Senior Picnic on 8/15 a thank you to town residents, served 80+ people with 32 from out of town that paid \$5 but was free to town residents. Thank you to all volunteers for 8/15 including Fire Department and Mike and Sheila Daniel. Many compliments on the great food.
15. Check-ins for August summary – We had our best August ever in the history of the COA in terms of the number of unduplicated check-ins.
16. Job descriptions and staffing plan – Project is ongoing. (COA Board Member job description was included in this month's Board packet.) Director is updating job descriptions and looking at future staffing needs. In the future the COA would like to add a second part-time custodian or a full-time custodian when the current part-time custodian retires. If we add another custodian the evening cleaning crew expense will be taken out of the budget. Other staff including the Director are currently filling in to do custodian roles as needed when part-time custodian leaves for the day before the evening cleaning crew arrives. A receptionist for the afternoon to help with phones and computer related tasks like data entry, making flyers, etc. would also be helpful. Currently volunteers from the work-off abatement program answer phones in the afternoon after the Administrative Assistant leaves for the day but they aren't able to do any computer related tasks due to not having experience with computer programs like Excel, Publisher, etc.
17. Marketing Plan- Todd Philie was present from Southcoast Marketing Group and was introduced as a firm who could help our Center with promoting and communicating our programs to those 60 or older in town. 1,700 people age 60 or older live in Rochester. We want to make sure that they are aware of the many programs and assistance offered here. Eric budgeted money in other purchased services for production of a marketing plan. Cost to produce a marketing plan for the center is \$1,500 and would take 2 - 2 ½

months to complete. Motion to allow the Director to proceed with hiring SouthCoast Marketing Group to produce a marketing plan for the COA was made by Sue Norton and Seconded by Mike Cambra.

Mike Cambra also introduced a pamphlet called "A Guide for COA Board Members" for their perusal. It was included in the Board's packet.

18. With no further business the Board of Directors entered executive session at 10:16 a.m. Motion to enter Executive Session made by Mike Cambra, Andrew Revell Seconded, unanimous.

Motion to adjourn meeting made by Mike Cambra, seconded by Sue Norton. Meeting adjourned at 11:15 a.m.