

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

March 8, 2023

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

Absent: Sue Norton; Treasurer

Board of Directors' meeting Called to Order at 9:00 a.m. by Pauline Munroe with confirmation of a quorum.

- I. Motion to accept minutes of Board of Directors' Meeting held on February 8, 2023 by Andrew Revell, Seconded by Sandy Charron, passed by unanimous vote with 1 abstention from Marjorie Barrows, who was absent the previous meeting.
- II. Treasurer's Report - The Sunshine fund had no change. Director Eric Poulin reports beginning the fiscal year with \$335,159.00 with expenditures thus far of \$209,725.78 leaving a balance of \$125,433.22 through June 30th. At the last meeting we amended the COA budget request for the next fiscal year but after further discussion with town officials it was requested that it be amended further. We have made cuts of over \$10,000 from our previous request, reducing our request for custodial hours per week from 35 to 30, reducing van driver hours and cutting our buildings and grounds maintenance line item among other changes. We hope that with these changes we can secure support for our budget from town officials. Motion to accept treasurer's report by Andrew Revell, Seconded by Marjorie Barrows, unanimous vote. Motion to accept amended budget by Andrew Revell, Seconded by Marjorie Barrows, unanimous vote.
- III. Director's Report:
 1. Transportation & TRIAD - Carol Galante-Dias discussed that the transportation program is going very well and all drivers have been available to handle the schedule and are flexible. On a recent day we had all 5 vans out with 6 drivers (2 on 1 van to assist with food bank deliveries). A handout on the TRIAD group was given with dates for next meetings and potential events such as a car cruise and an all-day health fair.
 2. Outreach Report - Lorraine Thompson provided the Board with her Outreach Report for the month of February and there were no questions. Lorraine assisted with a test of using the software we have to email those who would prefer their newsletter emailed.

She also continues to assist with collecting electronics for recycling from seniors until May.

3. Monday Lunches for February summary- There were 2 Monday lunches in February due to President's Day and being closed one Monday when the kitchen ceiling tiles were being installed. \$465 collected, \$333.83 expenses with net profit of \$131.17.
4. Check-Ins for February Summary – 253 unduplicated check-ins. The highest ever number not only for a February but also overall for the center. Since 2010 there have been several Februarys where the unduplicated check-ins were below 200 so this is a great accomplishment.
5. Architect-Reminder that our architect will be joining us at our next Board Meeting on April 12, 2023 to give a presentation on the proposed COA building expansion and to answer any questions.
6. Building and Project Updates - Eric Poulin began this report summarizing steps that have been taken to reduce the size of the newsletter mailing list. The main room/large activity room has been re-painted by Roland Grenier. Our walk-in freezer was repaired and the work related to the frozen pipes issue from the 2-day, below zero cold snap was completed. Installation of ceiling tiles in our kitchen was done by Andrew Daniel. Cost for tiles was \$1859.90. On the generator, grant received by MEMA for \$35,000 but estimates for a new generator are coming back at around \$71,000. Andrew Daniel is working to address. Spring projects may include adding fencing (or shrubbery) in our back lot to provide screening of dumpster, etc. for neighbors. The need for 4 more security cameras (discussion on who has access and why) was covered and the need to repair cement along the front of the building/main entrance. Eric is meeting to discuss our marketing plan with Southcoast Marketing Group and Ann McCrillis after the Board Meeting. The goal is to attract even more Rochester seniors to our facility. Building use applications for 5 events were outlined with a brief discussion on fire department training for Nero's Law.
7. Daily/Monthly Activity Calendar Updates – Eric reviewed the weekly and monthly activities listing and noted the return of Chair Yoga and a new class called "Brain Builders" which involves exercises to help with memory. The Town Nurse has also added Office Hours on Fridays in addition to the usual Wednesdays
8. Activities-Ann Soares reports the Celebration of Life was not well attended due to the snow. A table was left up with votives, memory book and flowers all week. Veterans' Social (new time 5-7 p.m.) was well attended by locals with 24 enjoying calzones, Caesar Salad, cupcakes and grape nut custard. Thank you to the Friends for financial help. 14 Veterans will be going to the American Heritage Museum in Hudson, MA on March 9th. On March 21st a trip is scheduled for Rhode Island School of Design Museum. March 23rd is the rescheduled trip to Parker's Maple Farm with 2 vans and the

rescheduled local chowder hop on/off trip is March 30th. April trips include Foxwoods on the 19th and Harvard Museum on the 27th. May, June and July may see some island trips. During Bingo our group was excited about a fundraiser, "Hearts for Diapers" led by Senator Mike Rodriques and offered up \$1 each but some gave more. We were able to purchase \$95 worth of baby diapers/Huggies for this drive. Many thanks to Stan Orlowski who has been putting up all the Bingo tables and chairs. (Ann also gave an FYI, that there are file bins in the office closet that contain product booklets for things purchased here.)

9. Board Member Terms (3 expire on April 30th) - Marjorie O'Brien would like to renew and Andrew Revell as well. Mike Cambra has reached the limit of years served (according to town by-laws) and will need to step down. When those in attendance were asked about filling Mike Cambra's spot, Michael Daniel volunteered and asked to be considered. Motion to renew Marjorie O'Brien and Andrew Revell by Marjorie Barrows, Seconded by Mary Bessey, unanimous vote. Motion to adopt/recommend Mike Daniel as a Board Member made by Marjorie Barrows, Seconded by Mary Bessey, unanimous vote. (The next step is for the Select Board to vote on these 3 recommendations that were made by the COA Board.)
10. Friends - Carol Hardy, the President of the Friends, spoke and mentioned the Friends would like to have a large fundraising event with meals with a price of \$100 plate with proceeds to go toward a building addition. She is asking for assistance with putting some names together as to who may be invited, banks and businesses etc.

Mail/Correspondence- none

Acceptance of Donations- Barbara Bergold donated \$500 - Motion made by Andrew Revell to accept donation, Seconded by Sandy Charron, unanimous.

Staff Volunteer Update- none

Other Board Member Discussion-

Public Comment- none

Motion to Adjourn at 10:35 a.m. by Margie O'Brien, Seconded by Mike Cambra, Unanimous.