

## **May Meeting Minutes**

### **Harwich Council on Aging Board of Directors Meeting**

**Wednesday – May 1<sup>st</sup>, 2019**

**Harwich Community Center – 100 Oak St. - Harwich, MA 02645 – Room 4**

#### **Call to Order:**

The meeting was called to order at 10am by Chair Richard Waystack.

#### **Meeting attendance:**

Board Members present: Richard Waystack, Lee Culver, Joanne Lepore, Ralph Smith, James Mangan, Angie Chilaka.

Board members absent: Carol Thayer, Justin White

COA Staff Present: Director – Emily Mitchell

#### **Approval of Minutes:**

One correction for clarification purposes: The original dishwasher placed in the community center was purchased by the building committee.

Ralph Smith motioned that the April Meeting notes be accepted. Seconded by James Mangan.

Unanimous vote to accept.

#### **Public Comments:**

No comments

#### **Director's Report: Emily Mitchell**

1. Reminder that Town Meeting is scheduled for Monday – May 6<sup>th</sup>. Nothing on the warrant from us, but Emily would like our support.
2. Rumor has it that one taxpayer may request that the town amend the budget by three million dollars. If necessary, Richard Waystack will speak to its effects that this cut would make on the COA.
3. The COA will provide transportation to the town meeting. Emily will send out a robo call, social media message, and information on the website.  
Pick up will be at 6pm and drop offs will have two times on the first night.  
Drop off at 9pm and another at 10:30pm  
Emily will check on the availability of a driver on the second night.

4. **Dishwasher update:** The recent dishwasher was pulled out and replaced with the last dishwasher on Monday – April 29<sup>th</sup>. Emily will speak with Carolyn Carey about the next step for a long term purchase.

**Regular open meeting stopped at 10:15pm for an Executive Session**

**Regular open meeting resumes at 10:25pm**

**Director's Report, continued.**

5. Emily Mitchell is requesting a 14 passenger van to replace the old van in 2020. CCRTA will be looking into all the details. Emily will give us a report at a later date.
6. Letter and memos from a Patron about COA transportation has been forwarded to Chris Clark the Town Administration. COA has followed the necessary protocol.
7. **Volunteer Events:**  
Emily has typed up guidelines for future "Honoring our Volunteer" events. The goal is to hold two "Honoring our Volunteer" events per year. This event has officially started in 2019 with a plaque showing at least one honored volunteer per year who has demonstrated outstanding volunteer hours and commitment.

Amend: On the policy only list the positions of the workers and remove their names. This makes it easier to use the policy for years to come.

Amendment made by Lee Culver – Second by Joanne Lepore

Once changes are made, we will vote on it.

This year – the MA Council on Aging grant allotted us \$16.50 per person per fiscal year to spend on our volunteer event. Our first event was held in January at Jake Rooney's restaurant and the second event will be held either this summer or in Sept. We will need some financial assistance from other sources. Possibly the Fire and Police Association and the Friends of COA. The focus of this second event will on: Thank You to all our volunteers.

## **Old Business**

1. **Liability Waiver:**

Emily reported back that Robert Lawton, interim Assistant Town Administrator, did not think it was necessary to have our elders sign a waiver to ride the COA transportation vans. Most COA do not use waivers.

Town Counsel has drafted language for a COA Liability Waiver if the COA Board wishes to review implementing the waiver again in the future. The Director will keep the drafted waiver on file.

COA board decided to table this after further discussion.

**2. COA Board Social Media Usage:**

Emily and Richard reminded all board members that we should refrain from responding on social media concerning COA events. Emily will also draft a clear policy concerning this issue with the COA staff.

3. Richard Waystack brought up a concern that another COA has asked his business to sponsor their newsletter. Many COA use sponsorships and Ads to cover the cost of the newsletters.

Emily Mitchell prefers that we pay for the newsletter and seek grants. The yearly cost for our newsletter is \$6000. Per year plus mailing.

Our newsletter is very professional looking and there a no ads just factual information.

**4. The Men's and Women's Breakfast report:**

The breakfast is sponsored by the COA but we do ask for donations. At the present time the Men's breakfast brings in about \$150. Per month with 80 men attending on average. The ladies bring in about the same amount with 60 ladies attending.

**New Business**

**1. Joanne Lepore- Elders Service Board Representative:**

No report this month, but she planned on attending a meeting on Tuesday – May 7<sup>th</sup>

**2. Senior Survey \_ Chair Ralph Smith – Sub committee: Justin White and Joanne Lepore**

They will be working at a later date to design a simple survey to seek out information about the programs we offer our elders, transportation concerns, and new and improved programs.

**3. Closing Remarks: Richard Waystack**

**Next meeting is scheduled for Wednesday – June 5<sup>th</sup> at 10am at the Harwich Community Center – Room 4.**

**Adjournment:**

Meeting was adjourned by Richard Waystack at 11:05am

Motion: Lee Culver    Second: Ralph Smith

Unanimous Vote