**MEETING MINUTES**

Harwich Council on Aging Board of Directors Meeting

November 7, 2018

Held at the Harwich Community Center

**MEETING ATTENDANCE**

**Board Members:** Richard Waystack, Lee Culver, Jim Mangan, Joanne Lepore, Angie Chilaka, Justin White and Ralph Smith

**COA Staff:** Emily Mitchell, COA Director, Marie Carlson, Recording Secretary

**Other Attendees**: Jack Brown, representing The Friends

**CALL TO ORDER**: A quorum was established, and the meeting was called to order at 10:05 a.m. by Chairman Richard Waystack.

**CHAIR’S COMMENT:** Mr. Waystack welcomed and introduced new member Justin White, and new Director Emily Mitchell. He asked that all attendees introduce themselves around the table and give a brief description of their affiliation the Harwich COA.

Mr. Waystack explained the process for selecting a new Director, pointing out the positive points of choosing Emily Mitchell.

Jim Mangan was reappointed to his position as a member of the COA Board.

**APPROVAL OF MINUTES:** no minutes were available at this time

**PUBLIC COMMENT: None**

B**OARD OF DIRECTOR REPORT:** Emily thanked the Board and discussed her goals and ideas for the future. She reported that Richard Anderson was given a position change to Transportation/Volunteer Coord. He was given an additional 8 hours to help alleviate the staffing issues at the COA. Emily stated she would like to address the issue of Volunteer Appreciation, which is so important to showing our volunteers that they are valued and necessary. All members were in agreement and several offered to help Emily be a success in making that happen soon. In addition, Emily announced we now have a representative from the Homeless Prevention Council once a week, on Tuesdays from 1:00 PM to 4:00 PM dedicated to offering assistance and guidance to people facing housing insecurity and homelessness.

Emily would like to get started on our annual Santa to Seniors program, as we have quite a list of people who rely on this wonderful program. Drivers are needed to deliver these gifts already provided. Members volunteered their time.

**OLD BUSINESS**: The discussion of transportation was tabled until Emily has occupied the position of Director for a few months and has the opportunity to get a better grasp on the transportation needs and barriers facing our seniors.

**NEW BUSINESS**: The discussion of COA Board goals and objectives was tabled until the December meeting.

Board Member Joanne Lepore who serves as the Elder Services Board Liaison provided an update from the October Elder Services of Cape Cod and the Islands (ESCCI) meeting. The recipients of Elder Services Title III grants have been selected. The amounts for each award will be publicized at the next Elder Services meeting. Joanne also reported that ESCCI had an active shooter training. There was discussion amongst the COA Board that the Community Center Facilities Committee should look into having a Community Center wide active shooter training. There was also discussion that the COA Board should look into having an Elder Abuse training for Board members.

**ADJOURNMENT:**

With no further business, a motion to adjourn the meeting was made by Lee Culver and seconded by Carol Thayer, all in favor, vote carries.

The meeting was adjourned at **11:00 a.m**.

The next meeting will be **December 5, 2018** at 10:00 A.M. at the Harwich Council on Aging Department.

Submitted by Marie Carlson, Recording Secretary

***Approved by vote at the 1/02/19 meeting of the HCOA Board***