

**Harwich Council on Aging Board of Directors**

**Meeting Minutes**

**Wednesday – March 15<sup>th</sup>, 2023 - 10 am**

**Harwich Community Center –100 Oak St. – Harwich, MA**

**Channel 18 Studio**

**Meeting Attendance:** Chair- Richard Waystack, Carol Thayer, John Bathelt, Ralph Smith, and Angelina Raneo Chilaka

COA Staff: Director Julie Witas

Guests: None

**1. Call to Order:**

Chair Richard Waystack called the meeting to order promptly at 10am.

**2. Approval of February Minutes:**

The board was asked to approve the February 2023 board minutes. Carol Thayer made the motion to approve the minutes and John Bathelt seconded the motion. Unanimous vote by members present to approve the minutes.

**3. Public Comment: None**

**4. Chair Report: Richard Waystack**

a. Richard Waystack stated that two members of the board have officially resigned from the board: Jim Mangan and Joanne Lepore. The COA Board would like to thank them for their service. If anyone is interested on joining the board, please contact the Select board's Office and fill out an application of interest called Citizen's Activity Record.

b. Richard stated that the Men's Breakfast held on Friday 10<sup>th</sup> was a tremendous success. Approximately 45 men attended and listened to Robin Kelley, the featured speaker of the month. Ralph Smith did an excellent job of encouraging the attendees to donate to the COA and encouraged their participation in various programs. The Women's Breakfast is scheduled for Friday – March 24<sup>th</sup> at 9:30am. Call to register the Tuesday before the event.

c. A reminder: If anyone is planning to retire from the board, be sure to notify both the Town Clerk and the Select Board's office. All present members must be sure to get sworn in at the Select board's office before July 1<sup>st</sup>.

**5. COA Director Report: Julie Witas**

- a. The COA Board training is scheduled for Wednesday, April 19<sup>th</sup> from 1:30pm – 3:30pm. You must register on line and it is highly encouraged that you participate. The featured speaker is Adam Sutton.
- b. The procurement process for the next year’s newsletter contract has just been started.
- c. There is an immediate opening for a part time Van Driver. Julie Witas has one potential driver who has been interviewed, and if references come back favorably, an offer will be made next week.
- d. Program and Presentation Policy and Presentation Guidelines and Agreement Policy: They have been divided into two parts.

**The Program and Presentation Policy** is to be used as a guideline for the COA to make decisions on the presenters. The group decided to add the following clause to Item #2: “Any appeal of such decision may be brought to the COA Board for a final determination.”

The Board also discussed Item #8 and reconfirmed that the COA does not bar anyone for applying to present at an event, but nonprofits will be given first chance. EX: If Blue Cross Blue Shield vs SHINE both wanted to present information about insurance. SHINE ( Non Profit) would be given the first opportunity to present over Blue Cross Blues Shield ( For Profit). Both can still make presentations.

John Bathelt made a motion to accept this part of the policy as amended. Ralph Smith seconded the motion. It was a unanimous vote to accept.

**Presentation Guidelines and Agreement Policy:**

The part of the policy will be given to all individuals or groups that presents at the COA. Therefore no one can state they did not receive the policy and did not understand it.

John Bathelt made a motion to accept this part of the policy. Carol Thayer seconded the motion. It was a unanimous vote to accept.

- e. Volunteers Needed
  - 1. The COA remains fully staffed with volunteers in the Reception Office.
  - 2. The Friendly Visitors program training is going very well. The volunteers will be doing in person visits and phone calls.
  - 3. Medical Drivers are still needed.

**6. Old Business:**

- a. Volunteer Recognition Luncheon  
Julie Witas has already had the first meeting with Angie Chilaka. Carol Thayer was unable to attend for the first meeting. At the present time, Julie selected Wednesday, April 26<sup>th</sup> for the luncheon, time TBD but aiming for 11:30am or Noon. She is working at this time to lock it in with a local restaurant and getting the prices for the meals. She is looking to have it plated as opposed to a buffet style.

The final budget is still being determined, but a range has been determined. The Friends of COA have pledged \$1000 and also to pay the cost of the gift cards for the honorees. Julie will check with the Harwich Fire Dept. to see if they will cover the cost of the plaques. Richard Waystack also commented that he has contacts with a few other donors to cover some expenses if needed.

The COA is now compiling a list of the volunteers over the past three years. The list is almost finalized.

The Laurel Award: We will have three Volunteers of the Year, one for each of the years 2020, 2021, and 2022. This is an award given by Michael Provost and his daughter in memory of his wife, Laurel. Sadly, we lost Michael Provost this year. Richard suggested changing the name of the award (the Laurel Award) to the Provost Award – in honor and memory of both Laurel and Mike.

**7. New Business:**

- a. Ralph Smith wanted to thank all of the servers at the Men's Breakfast for a wonderful job of serving and welcoming everyone back.
- b. The next Volunteer Recognition Luncheon planning meeting is scheduled for Monday – March 20<sup>th</sup> at 1:30pm in Julie Witas' Office.

**8. Comments by COA Board Members:**

Thank you to Julie and her staff.

**9. Adjournment:**

John Bathelt made a motion to adjourn. Carol Thayer seconded the motion. It was a unanimous vote to adjourn the meeting at 10:34 am.

**Next Meeting is scheduled for Wednesday, April 19<sup>th</sup>, 2023 at 10am.**