

**Harwich Council on Aging Board of Directors**

**Meeting Minutes**

**Wednesday – April 19, 2023 – 10am**

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

**Channel 18 Studio**

**Meeting Attendance:** Chair Richard Waystack, Carol Thayer, John Bathelt, Ralph Smith, Angelina 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 March Minutes:**

The board was asked to approve the March 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. He reminded the board that there would be a Board Training Session to be held today at the Community Center Multipurpose room from 1:30pm – 3:30pm. Fifty attendees from across the Cape are expected to attend. If you did not sign up for today's session, you can sign up for upcoming trainings.

**5. Director's Report: Julie Witas**

a. There are two bids that resulted from the procurement process for the COA Newsletter. One of the bids was from the current contracted provider, and the other was from our previous provider.

b. The Volunteer Recognition Luncheon is set for Wednesday – April 26<sup>th</sup> starting at 11:30am. Approximately seventy seven guests will be attending. The Laurel Award, which will be renamed the Provost Award, in memory of Laurel and Mike Provost will be presented to three outstanding volunteers who have gone above and beyond. The Provost family will be the featured speakers for the luncheon.

c. In May, a Dementia Awareness program will be presented starting on May 11<sup>th</sup> on five consecutive Thursdays from 2pm – 3pm. This program has been funded by the Harwich Fund and the Friends of the Council on Aging. Please sign up in the COA office if you are interested in attending.

- d. New Van Driver Ken Watson is starting today 4/19 and is training with Kurt Von Hone, who's last day is this week. Ken comes to us from Yarmouth COA. Our other driver Gerry is on the mend and will hopefully be back in a few weeks.
  - e. Volunteer Needs: Things are going well and positions are well staffed. The COA is going to reinstate an old position called "Van Aide." This individual will ride on the vans to help with social contact and comfort for our seniors.
  - f. Staffing Update: The COA has posted a position for a Program Specialist III. If interested, please check out the Town's Website.
6. **Old Business:** Richard Waystack reminded everyone that we still have two vacancies on the board to fill. If interested, please apply at the Selectboard's office.
7. **New Business:**
- a. Angie Chilaka asked about thanking all of the staff next Wednesday since we were thanking all of the volunteers. Julie Witas and Richard Waystack assured us that we will be able to invite them to the luncheon and get them each a small plant and thank you note.
  - b. Ralph Smith thanked Julie and her staff for the success of the men's and women's breakfast. He also asked if people from outside of Harwich could attend. The answer is yes, but they must sign up the Tuesday before the breakfast. It is also encouraged to make a donation, but is not required. The last breakfast hosted just under 50 people.
8. **Adjournment:**
- a. Due to the afternoon COA Board Training, Richard ended this meeting at 10:20am. Ralph made the motion to adjourn and Carol Thayer seconded the motion. It was a unanimous vote to adjourn.

**The next meet is scheduled for Wednesday – May 17<sup>th</sup>, 2023 at 10am**