**Harwich Council on Aging Board of Directors**

**Harwich Community Center Wednesday July 5, 2017**

MEMBERS PRESENT: Lee Culver, Joanne Lapone, Ralph Smith, Jim Mangan and Richard

 Waystack

ABSENT: Carol Thayer, Dr. Bob Aron

OTHERS PRESENT: Jack Brown, Friend’s Chair, Chris Clark, Acting COA Director/Town

 Administrator, Marie Carlson, Recording Secretary

CALL TO ORDER: The meeting was opened at 10:30 a.m. by Lee Culver, introducing and welcoming Jack Brown, President of Friends of the Harwich Council on Aging, and Marie Carlson, as Recording Secretary for Harwich Council on Aging Board of Directors.

Chris Clark gave an update on the status of the van drivers for COA, stating two applicants had scheduled interviews, and staffing levels are expected to be maintained. The search for a new COA director, replacing Barbara-Anne Foley continues and a replacement is expected by September. Mr. Clark reassured the Board that department heads are where they should be for wages. He reported a Chef has been hired in Food Service to substitute for staff vacation time. He stated his expected hours as the Acting Director would be Monday, Wednesday and Friday, from 1:00 p.m. till 4:00 p.m. and Tuesday and Thursday, for two hours in the morning.

A short discussion took place introducing the idea of proposed eventual front desk coverage by a full time staff member. The importance of the volunteers now in that role was stressed.

Lee Culver: discussed board staff reorganization and asked if anyone was interested in serving as the Chairman. A motion was made by Jim Mangan appoint board member Richard Waystack, and was seconded by Ralph Smith. All in favor. 5-0-0 vote carries.

Richard Waystack made the motion Lee Culver be appointed Vice Chair, seconded by Ralph Smith. All in favor. 5-0-0 vote carries.

Richard Waystack made the motion that Carol Thayer be appointed Board Clerk, seconded by Lee Culver. All in favor. 5-0-0 vote carries

OLD BUSINESS: Jack Brown discussed the role of the Friends of the Harwich Council on Aging, pointing out the many services they endeavor to provide to the senior citizens in need, giving several examples of aide available to them. He stressed the desire and the importance of a strong relationship with the Harwich Council on Aging.

Chris Clark made the suggestion that the Outreach staff be contacted with requests and perhaps implement regular meetings with them.

A short discussion took place on ways to support the mission of the Friends, including the possible purchase of a mini-bus, followed by Jack Brown thanking the Board for freeing up much needed funds to support important goals.

A brief discussion on the newsletter, perhaps offering sponsorships, perhaps offering space for monthly ads may generate funds.

All Board members were reminded they must complete the Ethics test if not already done so.

The motion was made by Lee Culver to adjourn, and was seconded by Ralph Smith.

Meeting adjourned at 10:46 a.m.

*Respectfully submitted,*

*Marie Carlson*

*Executive Assistant, HCOA*

***Approved by vote at the 10/04/2017 meeting of the HCOA Board***