**MEETING MINUTES**

Harwich Council on Aging Board of Directors Meeting

June 6, 2018

Held at the Harwich Community Center

**MEETING ATTENDANCE**

**Board Members:** Richard Waystack, Lee Culver, Jim Mangan, Joanne Lepore, Angie Chilaka, Joan Felahi, Carol Thayer and Ralph Smith

**COA Staff:** Judi Wilson, 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 10:00 a.m. by Chairman Richard Waystack.

**APPROVAL OF MINUTES:** Richard Waystack asked for a motion to approve minutes from the May 2nd meeting. The motion to approve with amendments was made by Lee Culver, seconded by Jim Mangan. All in favor-vote carries.

**PUBLIC COMMENT: None**

**CHAIRS REPORT:**

**Chairman, Richard Waystack,** informed Board on Charter Change of Composition of Appointed Town Agencies & COA Board Reorganization. The Board will change to 7 when reviewed and approved by the Attorney General.

**NEW BUSINESS:**

**Nomination of Board Officers:**

Lee Culver moved that Richard Waystack remain Chairman, seconded by Carol Thayer

All in favor, vote was unanimous

Carol Thayer nominated Lee Culver as Vice President, seconded by Richard Waystack. All in favor, vote was unanimous.

**DIRECTORS REPORT:**

**Director, Judi Wilson** gave the Board an update on the work and progress taking place regarding the new software My Senior Center, noting it was well received by both staff and clients, and staff training was complete. She informed the Board of the many advantages of the new program and how it positively impacts the COA on many levels.

Judi highlighted the information received at the various monthly meetings she has attended, making the Board aware of the issues discussed, such as federal grant money for protective services, better communication with Elder Services on several issues, and other important topics impacting the COA and better services for our seniors derived from these meetings.

Judi briefly explained the new design for the receptionist area to make it more inviting and functional.

In addition, the Board was informed of some of the recent changes in programming for the COA to benefit our members. Once a month Supper Clubs have proved to be very successful with increased attendance. Special themed dinners with entertainment have replaced every Monday Supper Club, as attendance had fallen greatly. This new program is well received and attended.

JOINT MEETING WITH FRIEND’S AT 10:30 A.M.

In addition to COA Board members in attendance, members of the Friends of Harwich Council on Aging joined the meeting.

Richard Waystack introduced members, Chris Joyce, Joanne Brown, Secretary, Andrea Tierney, Treasurer, Jack Brown, President

Jack Brown declared a quorum and opened the meeting.

Jack emphasized the need for integral support from the COA and the Friends.

A short discussion on a probate court decision to transfer senior service funds for transportation, emergency equipment/ repair, nutrition, and related programs took place.

Further discussion addressed Housing Assistance for the “Big Fix” of 15 to 20 projects that will require teams to install needed “fixes”.

Friends members discussed the many ways in which they have supported socialization of our seniors through craft classes, supplies, movie, and lunch programs.

Friends shared efforts to increase membership and partnering with the Chamber of Commerce to distribute brochures, newsletters, and meeting dates and times. Mentioned was the need to increase fundraising. Awareness as to what the Friends do, perhaps in the way of a breakfast to introduce the mission might be in order.

**OLD BUSINESS:**

**Richard Waystack** revisited the need to find qualified volunteers who can help with staffing at the Council on Aging. Ways to allow tax relief for seniors and tax credit allowances for work off programs, was discussed, suggesting more media and outreach would be beneficial in educating our senior of the possibilities for assistance. In addition, it was suggested there be a joint effort to hold an Appreciation Event for all volunteers. Planning of an event is in process, targeting this fall as the best time.

Further discussion on the need to inform the public on the services and programs the COA has to offer, and ways to address that took place, citing the newsletter and better distribution now in place. The Board touched on the need to revisit Emergency Procedures, Transportation Procedures, and Media Outreach. The need to be visible at the Selectman’s meetings for a stronger voice and recognition was emphasized.

ADJOURNMENT:

With no further business, a motion to adjourn was made by Lee Culver and seconded by Carol Thayer. All in favor, vote was unanimous.

The meeting was adjourned at 11:10 a. m.

The next meeting will be August 10: a.m. at the Harwich Council on Aging Department.

Respectfully submitted by Marie Carlson, Recording Secretary

***Approved by vote at the 8/1/2018 meeting of the HCOA Board***