

Rochester Council on Aging (RCOA)
Board of Director's Meeting
67 Dexter Lane
Rochester, MA 02770

March 13, 2024

In Attendance: Pauline Munroe (President), Eric Poulin (Director), Carol Galante-Dias (Administrative Assistant), Sandy Charron, Michael Daniel, Sue Norton (Vice President), Pat Joy, Mary Bessey (Treasurer), Marjorie O'Brien (Secretary), Marjorie Barrows

Absent: Lorraine Thompson (Outreach Coordinator)- (on vacation), Andrew Revell- (teaching)

Guests: Colin Hynes from "Elemental Designs"

The meeting was **Called to Order** by Pauline Munroe at 9:02 a.m. with confirmation of a quorum (8 of 9 Board members were present).

I. **Acceptance of the Minutes:** A **MOTION** was made by Sue Norton to accept the minutes of the Board of Director's Meeting held on February 14, 2024, the motion was **SECONDED** by Sandy Charron, there was no further discussion and the motion **PASSED** with 6 yeas and 2 abstentions.

II. **Treasurer's Report:** Mary Bessey reported that the Sunshine Fund will soon be needing donations as the balance is down to \$56.78 due to two expenditures. The suggested donation is \$25.00, and Mary will collect donations as members are ready. Eric Poulin reported that our beginning balance for the fiscal year was \$364,667.00, expenditures thus far into the FY were \$216,673.31, leaving an ending balance of \$147,993.69 through June 30th. Related to finances, the COA received a \$15,000 grant from the Senator Michael J. Rodrigues Empowerment Fund, administered through the SouthCoast Community Foundation. The grant will allow us to purchase equipment for the kitchen and dining area. Thirty-six chairs for the breakfast program were purchased, an electric smoker, new stainless steel rolling carts, dishes, flatware, juice glasses, a meat slicer, a large food mixer, a commercial ice maker, a commercial coffee maker, and other items. A **MOTION** was made by Sue Norton to accept the Treasurer's Report; it was **SECONDED** by Sandy Charron, and with no further discussion, the motion **PASSED**, unanimously.

III. **Director's Report:**

1. **Transportation & TRIAD:** Carol Galante-Dias: Our new drivers are working out well. There will be two required driver training courses held at the COA this Friday.

TRIAD: Some upcoming events include a **Car Show/Sock Hop** from 3-6pm on May 16th. Johnny Angel will be promoting the event, and the *FRIENDS* of the Senior Center will be cooking. There will be two of these car shows this year. May 16, with a rain date of May 23rd and Sept. 5 with a rain date of Sept. 12th. Then, on Friday, June 21st we have our **Block Party** planned. This event will run from 2- 7pm and because of the length of this event,

Carol will have a sign-up for volunteers to offer any amount of time they have to give. This is open to all non-profit organizations in Rochester. Finally, our **Health Fair** is scheduled for October 2nd from 10am to 12 noon. "For Profit" organizations will be asked to pay a \$25 fee while non-profit organizations will be free. There will be raffles for those attending.

2. Outreach Report: Lorraine Thompson (Outreach Coordinator): Lorraine is on vacation but her report for February was provided to the Board and there were no questions.

3. Breakfast Program: Ken Viera: Ken reports that the Breakfast Program is going well and in fact, last Friday, there were 70 people who came for breakfast! Pauline shared what a wonderful job Ken does. Ken is pleased with the purchase of the large mixer as he would like to make cheese rolls for the breakfast crowd.

4. Monday Lunches: In February, our Monday Lunches collected \$1,155.00, expenses were \$759.83, leaving us with a profit/petty cash of \$395.17.

5. Check-ins for February 2024: We had a record-breaking February! There were 300 unduplicated check-ins in for February, which in the past has usually been a quiet month when for many years we did not hit 200.

6. Upcoming Events for March and April: The Veterans' group will be going on a trip to Fort Taber, there is a March trip to the Sandwich Glass Museum, two trips in April- one to the Woods Hole Scientific Aquarium and then another to the Wrentham Outlets. Brain Builders will be meeting and there is also a schedule of dates when our Book Club will be meeting. Our AARP tax services continue (we have already helped more than 100 seniors)! Coastline will be visiting and helping with our Monday, March 18th St. Patrick's Lunch (to discuss the March for Meals). For our Monday, March 25th lunch (our Quarterly Birthday Lunch) the Rochester Cultural Council will be covering the cost of the entertainment that day. Mike Daniel asked that we consider raising the price of our special lunches. The St. Patrick's luncheon was priced at \$5 per person but the price of corned beef has gone up so \$10 would have been a better/more appropriate price. Even after hours of shopping, searching for deals, the meals often come close to just breaking even. In April, "Nurses with a Mission" will be presenting, "Finding Help with Hemp."

7. Back-Up Generator Policy: Andrew Daniel has given us a policy to post in the kitchen which will give us instructions to follow should there be a power outage. After reviewing the policy, Sue Norton made a MOTION to accept the new Back-Up Generator Policy, it was **SECONDED** by Margie Barrows, and with no further discussion, the motion **PASSED**, unanimously.

8. Friends Financial Report for Jan.- Dec. 2023: The Friends Financial Report for 2023 was provided to Board Members. The first half of 2023 was good, but the second half of the year was excellent! Income rose by \$10,000! The Friends also provided the Board with a copy of their guidelines for "Friends and Family Café" volunteers.

9. COA Board Members with Terms Expiring April 30, 2024: On April 30th we will have three Board Members whose terms will be expiring: Margie Barrows, Pat Joy, and Sue Norton. All three members would like to serve another term and other Board Members expressed support and comments saying that they have been doing an excellent job. Mary Bessey made a MOTION to formally ask the Select Board to consider reappointing the 3 individuals. Sandy Charron SECONDED the motion, and with no further discussion, the motion **PASSED**, unanimously. Eric said that he would send an e-mail to Glen Cannon, Town Administrator, and his Secretary Amanda and cc members of the Select Board to make them aware of the COA Board's vote and request.

10. ORCTV- Select Board Meetings at COA: The Select Board will be holding their monthly meetings at the COA. For that to happen, some additional audio and video wiring work will have to be completed as well as some construction/alterations to the Fitness Room. Andrew Daniel is overseeing this project for the Town Administrator/Select Board.

11. Landscaping: Eric reminded the Board that our landscaping project will commence in April or May depending on nursery stock. It will be completed via formula grant funding from the Executive Office of Elder Affairs. Guerrini Landscaping from Mansfield was the lowest bidder on the project and the contract has been signed. Our consultant, Elemental Designs, will be on site to serve as a Project Manager during the planting and installation. This will ensure that we receive the correct plants and that everything is planted at the correct depth and correct overall so that the landscaping will last for years to come. Eric added that not included in the landscaping project were some memorial trees that have died or are dying. Jeff Eldridge (Highway Department Supervisor/Tree Warden) has generously offered to replace those trees through his budget. Colin Hynes from "Elemental Designs" joined the COA Board meeting to assist the Board's Landscape Subcommittee with selecting replacement trees. Junipers (Manhattan Blue) and holly trees were selected as the trees of choice. Jeff will be notified, and trees will be ordered.

***Mail/ Correspondence-** None

***Acceptance of Donations-** There was a **MOTION** made by Sandy Charron to accept a \$200 donation to the COA, it was **SECONDED** by Sue Norton, and with no further discussion, the motion **PASSED** unanimously.

***Volunteer Update(s)-** None at this time

***Public comment-** There was no public comment.

***Adjournment-** With no further business a **MOTION TO ADJOURN** was made by Sue Norton, **SECONDED** by Margie Barrows and **PASSED** unanimously. The meeting **ADJOURNED at 10:05 a.m.**