

## **Minutes - COA/LCC Meeting**

*October 10, 2019 at 9:00 a.m.*

### *Lancaster Community Center Meeting Room*

Meeting was called to order at 9am by Nicole Kanis.

**Attendees:** Alix Turner, David James, Ann Mazzola, Linda Cutler, Judie MacLean, Jo Agnes Santangelo, Jane Anne Crossman, Roberta Winsor, Deb Ducharme, Nicole Kanis, Phillip Eugene, Melanie Trottier

**Approval of Minutes** – Minutes of the September 12, 2019 meeting were reviewed. They were approved without changes.

**Friends Updates** – Phillip Eugene presented for the Friends.

- Meeting was held September 25; 5 members present
- Discussed various things, including need to review by-laws, financial control, etc.
- Scheduled October 25 for next meeting. Plan to have monthly meeting.
- Announced that the bank balance was \$17,465.10

#### **Personnel**

- Nicole announced that David James and Melanie Trottier-Mitcheson are official on board.
- Roberta Winsor moved that the COA Board approve/confirm their hiring. Seconded. Passed unanimously.
- CORI's need to be done.

#### **Health Fair**

- Jeff Paster reported approximately 200 attendees
- Rite Aid reported 20 flu shots dispensed, and Nashoba Board of Health, 88.
- Health Fair will be October 7<sup>th</sup> next year, and most, if not all, vendors indicated a desire to return. Also, several on the waiting list for this year.
- Wrap-up meeting to be held soon.

#### **Online Payment**

- The town has added the COA/LCC to their UNIPAY online payment system.
- Only ACH payments will be accepted, as their credit card fees are exorbitant.
- David James has already tested the system with a small transaction
- Additional logistical testing to be performed (such as payments for yoga: how is it verified by the volunteer registering the class, etc.)

#### **Outreach Activities**

- Outreach/CSL load has been very heavy recently
- Addition of Melanie and the new CSL (Community Services Liaison) should help

- Discussion ensued regard identification of seniors at risk
  - Ann
  - Ann Mazzola said that Home Instead has a presentation for identifying case of abuse/neglect, and she would be happy to present it.
  - It was suggested that we put an article in the newsletter on the subject, including what to look for and, especially, how to report it.

### **PR/Marketing**

- The new newsletter format is attracting more attention and interest
- At the MCOA conference, they are encouraging COA's to "rebrand" themselves
  - Community Center
  - Older Americans
  - We're not just BINGO!

### **COA By-laws**

- The desired by-laws will be resubmitted (again) for inclusion in the Spring Town Meeting Warrant

### **Trips**

- 30 people have signed up for the Essex trip
- Friends would be willing to subsidize one or more trips; want the actual cost per person. Eligibility (financial) would be a criteria for awarding.
- Get better (cheaper) bus cost if we pre-plan. Therefore, Judie and Jo Agnes have proposed the following:
  - March – Flower Show
  - May – Heritage Museum
  - June – Newport, RI
  - August – Provincetown (by ferry)
  - October – Roger William Zoo/Park
  - November – Boston Public Library

### **Dinners/Events**

- We learned that we (the Community Center) need a separate Board of Health Permit to use the upstairs kitchen. Roberta Winsor to investigate and contact NABH.
- November **Thanksgiving With Friends** will be November 21<sup>st</sup> in the gym. Price to be determined before the next newsletter goes out.
- **New Year's Day Brunch and Walk** is being planned.
- **Alix** indicated that she is trying to get a Cultural Council Grant for a Cooking Series

### **Building updates**

- Alix asked that if anyone sees something that needs cleaning, leave a note on the electrical room door.
- Jane Ann Crossman reported that there is a number of areas that need painting.
- Desire was expressed to extend Backstage Gym hours

- David was instructed to add the old Recreation Department room as a resource that needs to be scheduled.
- COD will/should be coming to evaluate the building for compliance issues.
- David was asked to verify that the exercise bike that was delivered was the model ordered; he did and it is.
- David noted that the WAIVER is now presented to anyone the first time they select the Backstage Gym at the sign-in kiosk.
  - Alix asked that it also include the name and number of the trainer for instruction prior to use.
  - (David completed this task following the meeting.)

The Meeting was adjourned at 10:31AM

Respectfully submitted,

A handwritten signature in blue ink that reads "David R. James". The signature is written in a cursive style with a large, stylized 'D' and 'J'.

David James