

LANCASTER COA MINUTES

October 23, 2017

Attendees: Alix Turner (Director), David James (Friends), Jay Moody (Chairman), Frank MacGrory, Michele Macdonald, Judie MacLean, Sheila Casey (NM)

Meeting called to order at 1:00PM

September Minutes approved with changes

Friends Update: Our account total is \$13,897.92. We made \$15.25 in interest. We have \$5,000.00 still allocated for fitness. Matching gifts from River Terrace are not reflected in our account yet.

Dave would like to buy a double oven at Lowe's for the Community Center. We're close to \$9,000.00 for our "to do" list.

There are questions about the Friends budget. Orlando was asking how Friends spends their money. Friends Thanksgiving meal will be on November 15, 2017 and the Winter Masquerade Ball on January 27, 2018.

Chairman's Update: *Defib training:* The second training will be a certification program. There will be more participants than in the re-certification program.

Jay inquired as to whether employees are wearing their badges. He expressed concern regarding coverage at the center when Alix, Marilyn and Melissa are all away (as they were recently for the MCOA Conference). Alix said that Denise was in charge and that Dave was here as well. We will follow up on this issue of coverage for meetings and events.

Alix said it looks like the town will be funding Marilyn's position. Alix will sit down with the budget chairman to clarify our budget.

Alix reported that we have issues with MART. At the MCOA Conference she learned that many of the area towns do as well and the general consensus is that the town COA follows the direction of the town director. We're sending out a questionnaire to town COAs that use MART. There are about 30 towns. Transportation is a high priority for Lancaster COA.

Director's Update: *Grants:* Massachusetts Department of Agriculture grant of \$150,000.00 supports small farmers, health and nutrition.

World Farmers want a contract to use the kitchen for twenty five years. We have a draft agreement. The grant needs to be spent by next June. Jay suggested bringing up the issue of trash (removal) in the agreement because they'll be creating more of it.

Alix says that the formula grant is strong. We're looking at hopefully, \$12.00 per senior.

Recap of the Health Fair: We've had very positive feedback. The Friends Bake Sale and Produce Sale did not go well. There was not enough room on the table for all the items. Alix suggested using 6 foot tables instead of 8 foot tables for the whole Health Fair setup. We could rent some. It's not very expensive.

Another suggestion she had was to buy deli platters to feed the vendors and we'll need someone to bring food to the vendors. It's important that we feed them.

Michele reported that next year's Health Fair will be held on October 3, 2018 from 2:00 PM to 6:00 PM. She suggested approaching vendors earlier in the year. Also, next year we should keep track of how many people attend.

Michele reported that a few vendors left early. The board agreed that vendors need to stay the entire time. Michele will write in her letter to the vendors that they are expected to arrive on time and stay the entire time or they won't be invited back.

Personnel: David will be leaving at the end of November. The recreation department director is leaving. Alix would love to see Melissa's job expanded to include administrative duties for the recreation department.

Trips: The Consignment Crawl is scheduled for this Friday. We'll take the large van, so there are still seats available.

We discussed the challenges involved with organizing and chaperoning trips. An example being if a person insists on going even if they aren't physically or mentally fit for the trip itinerary. Jay suggested that Alix ask MCOA for stipulations.

Gardening: The program is going well! We had 38 children here for *Stone Soup*. Alix will look into why SLC-TV is not taping. We may have to get a student from Nashoba High School to do it.

Jay asked about having students from Minuteman Technical High School to build the shed. Alix will look into this.

Alix reported that Michelle Jones has spoken to Orlando about getting the town to do ongoing maintenance outside our building. Jay has donated heatless duct pumps to the Senior Center. Orlando will make arrangements to have them installed.

Alix gleaned from the MCOA Conference that our small town COA was doing as much as some city COAs.

Meeting adjourned at 3:20 PM.

Respectfully submitted,

Sheila Casey