

COA Meeting

March 9, 2020

Meeting called to order at 8:35am

Attendees: Alix Turner, Jo Agnes Santagelo, Jane Anne Crossman, Nicole Kanis, Ann Mazzola, Jay Moody, Roberta

Approval of Minutes – Minutes from February meeting were reviewed and approved without changes.

Friends Update:

Friends have approved the purchase of new equipment for the Back Stage Gym. COA has asked if the friends would purchase lock boxes for individuals enrolled in the RU Ok program.

They are in the process of developing by laws for the Friends group

Director Updates:

Alix began by discussing PR. Alix is looking into promotional items that other COAs are using to market their programming, also discussing creating a tri fold brochure to be used as an outreach and marketing tool.

The newsletter will be cut down by 1/3 next month due to lack of advertising. To avoid this the newsletter could run in black and white if we wish to keep the size. Also discussed the possibility of splitting the newsletter with Bolton. We recognize that our best PR is word of mouth but we need to reach more Lancaster residents.

Budget: Our meeting with the Finance Committee was canceled due to the town website being down. It will be rescheduled. We will present to the committee our need for additional staff and also ask for pay rate increases for staff. The need for additional staff continues to be our greatest concern.

It was suggested that we utilize volunteers for coverage when paid staff is unable. Alix explained that this is currently in place but sometimes last minute changes in staff schedules does not allow for volunteers to fill in.

Jane Ann requested that Alix provide at the next meeting a list of the fitness instructors and the number of participants in each class.

Gardening: Sandy is back this year. Sheila will coordinate on gardening and filling open beds and working with new gardeners. The garden group will have a table at the flea market to fundraise for new fencing to help with keeping groundhogs out of gardens as well as soil testing. 4H is looking to work in the gardens this year. Recreation Committee is looking to co-sponsor some of the gardening activities.

Building Updates: Gym floor has been waxed. Alix has been told not to micromanage the cleaning schedule.

By Laws: Nicole and Alix met with Orlando. It was realized there needs to be some minor changes to the language in the by-laws but this should be easy. Nicole and Alix will continue to work on by-laws.

Trips: The trip to the flower show in Boston has two full busses going. There was a conversation as to whether or not we should cancel the trip due to growing concerns around coronavirus. At this time the board suggested calling each participants and informing them of the risk and explaining if they wanted to cancel there would be a full refund.

Coronavirus: Alix has asked for additional cleaning to start at the center. Would like to see cleaning 3x a day with door knobs wiped down. Alix will continue to monitor the situation.

Grants: Alix is still working on the grant program to sponsor cultural events in the town. 4H will be helping with an event. There is also a Mexican cooking program planned.

Meals: There has been some staffing shortages with the meal program. This calls for the center staff to be used to deliver the meal program. This is an additional strain on staff resources. We discussed the possibility of beginning our own meal program apart from MOC. An idea was suggested of starting a Meatless Monday meal.

Update from Orlando:

Orlando attended the meeting to discuss purchasing procedures. Orlando would like the board to approve all purchasing going forward. He did not believe that the board had to approve the purchase before it happened but that the board be aware of all purchasing. Alix explained that she had been following the purchasing policy that she was given and following direction given. Nicole asked Orlando to give board a purchasing policy and what board approval should look like. Orlando did state that the Market Basket account was back in use and that the COA could utilize the BJ's account.

Orlando stated he would program the COA fob to allow access to the old town hall building.

Orlando stated that we have no date set for painting but it could happen soon. Colors will be decided in the next few days.

Meeting adjourned at 10:54 am.