

**Town of Norfolk Council on Aging
Minutes of Board Meeting**

March 20, 2017

Mr. Jay Talerman, Chairman called the meeting to order at 9:37 a.m.

Board Members in Attendance: Mr. Jay Talerman, Chairman; Ms. Beth Vallee, Vice Chairman; Ms. Charlotte Pfischner, Secretary; Ms. Kathy Burkle; Mr. Thomas Mirabile; Ms. Barbara Phillips

Associate Members in Attendance: None

HESSCO Representative: None

Friends and Guests: None

Staff in Attendance: Ms. Christine Quinn, Norfolk COA Executive Director

Minutes: Minutes for the meeting of February 28, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Ms. Vallee, seconded by Ms. Burkle

Financial Report:

Ms. Quinn

- Remaining FY'17 budget - \$31,239 salary, \$3446.04 expenses.
- Remaining FY'17 formula grant - \$7566.
- Considering amending FY'17 grant to move funds from expenses to salary (Outreach.).
- FY'18 budget – increases requested - Outreach to 30 hours, expenses by 3%..

Senior Report:

Ms. Quinn

- St. Patrick's Celebration was rescheduled to Mar. 22 due to weather.
- New Minds in Motion program was well-received, response was excellent, registration requests exceeded the maximum number of participants allowed by the instructor.
- Whole Foods Healthy Eating evening program – 10-12 attendees.
- Activity scheduling requires at least two months' lead time to meet newsletter deadlines. FCOA meetings are held only once monthly. Two have been recently cancelled. Activity planning is challenging since FCOA funding is uncertain until considered.
- Facebook is up and running - www.facebook.com/NorfolkSeniorCenter
- Possible newsletter changes to be explored – one summer edition, every other month, printing in color, colored paper, additional page(s), newsletters available around town, notices on cable.
- Closed April 17 – Patriots' Day. No breakfast April 18
- A Lunch Buddy program is being initiated for "seniors new to the center."

Correspondence: None

Staff Report:

Ms. Quinn

- Ms. Cotton has begun establishing contact with seniors who are 80 years old.
- Has met with the police department.
- Ms. Gundersen, previous Outreach Worker, is available to Ms. Cotton if needed.