

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

September 18, 2017

Ms. Beth Vallee, Vice-Chair, called the meeting to order at 9:38 a.m.

Board Members in Attendance: Ms. Beth Vallee, Vice-Chair: Ms. Kathy Burkle; Mr. Richard Connors; Mr. Thomas Mirabile; Ms. Janice Axberg, 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

Previous Minutes:

Minutes for the meeting of July 17, 2017 were read and approved unanimously by voice vote after a motion for approval was made by Mr. Connors, seconded by Ms. Burkle.

Financial Report:

Ms. Quinn

- FY'18 budget – Town system was not up-to-date at the time of meeting. Actual spend-to-date is approximately \$400.

Senior Report:

Ms. Quinn

- New programs: water color, meditation, mahjong, whist, minds in motion
- Medicare fraud presentation
- Physicians coming in for various presentations
- Flu clinic (there will be two of them)
- Walking tour to the North End
- Speakers coming up
 - Master of Thieves
 - UFO's
 - Unsolved mysteries
 - Early Beatles
 - Rat Pack Christmas
- Possible Italian Dinner
- Trips that have taken place have been fully booked – some with waiting lists
- Michelle Palladini from the police station – identification of vulnerable seniors to be put on record with the police department
- Self-defense course
- Newsletters are being distributed to business's around Norfolk

Correspondence:

- Wrote to Bill Crane (Friends) requesting funding for various programs. Majority of requests were denied.

- Additional request to the Friends to fund an Italian Dinner at the Senior Center resulted in funding approval but only if certain conditions were met: Norfolk resident, \$3/pp charge, no wine.

Staff Report:

Ms. Quinn

- Jean Cotton has resigned due to health reasons. Christine will recruit a replacement.

Areas of Concern:

Various

- Christine would like to see instructors compensated at a base level of pay. Some instructors end up being paid \$20 (or less) for a class conducted here as the only payment they receive is the \$2/pp for those who attend.
- Extensive discussion of the relationship between the Friends and the COA. Beth outlined organizational structure of the Friends for the Council. It is agreed that our relationship needs to be renewed. Suggestions to achieve this renewal and understanding of how to best work together were explored and discussed.

HESSCO Representative Report: None

Friends of the COA Report:

- No Friends attended the meeting. No information available.

New Business:

- We have three vacancies on the Board. Jay Talerman's term expired July 2017.
- Election of new officers took place. Thomas Mirabile nominated the following three individuals for the noted positions. A vote was taken and the officers were approved:
 - Beth Vallee - Chairman
 - Richard Connors – Vice-Chairman
 - Kathy Burkle - Secretary
- COA voted to postpone the Italian Dinner planned for October 20 pending the outcome of the meeting between Beth Vallee and Bill Crane (Friends).

Action Items:

- Christine will ask Jack about funding/recruiting for an Assistant Director position. Can this be put on the warrant for November? The job description has already been approved. ASSIGNEE: Christine.
- Beth will request a meeting with Bill Crane to discuss the relationship between the Friends and the COA. The COA would also like to understand his future vision. ASSIGNEE: Beth.
- Richard Connors will approach Christine Gleason to determine if she has an interest in joining the COA. ASSIGNEE: Richard.
- Thomas Mirabile will approach Jerry Calhoun to determine if he has an interest in joining the COA. ASSIGNEE: Thomas.
- Debbie Grover is another possible candidate for the COA Board. She will be invited to attend a meeting. ASSIGNEE: Open
- Beth and Kathy will look through the Senior Center files for supporting documentation on the Betty L. 'Betsy' Weaver gift to the COA. ASSIGNEES: Beth and Kathy.

Motion to adjourn at 11:10 a.m. by Ms. Vallee, seconded by Mr. Connors.

Minutes Respectfully Submitted,


Kathy Burkle, COA Secretary

October 11, 2017

Next Meeting October 16, 2017 at 9:30 a.m.