

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

April 23, 2018

Beth Vallee, Chairman, called the meeting to order at 9:33 a.m.

Board Members in Attendance: Beth Vallee, Chairman; Kathy Burkle, Secretary; Jerry Calhoun; Janice Axberg; Thomas Mirabile

Associate Members in Attendance: Debbie Grover

HESSCO Representative: Jerry Calhoun

Friends and Guests: Jim Schweitzer (interest in joining the COA Board)

Staff in Attendance: Christine Quinn, Norfolk COA Executive Director

Previous Minutes:

Minutes for the meeting of March 19, 2018 were read and approved unanimously by voice vote after a motion for approval was made by Tom Mirabile, seconded by Jerry Calhoun.

Financial Report:

Ms. Quinn

- FY'18 – Town fund - \$5439. budget / \$4268. spend to-date. \$1171. remaining.
- FY'18 – Exec Office of Elder Affairs (Formula Grant) –\$15,801. budget / \$5986. spend to-date. \$9815. remaining. Christine has plans for these funds. Some will be spent on programs and exercise programs.
- Salaries - \$158,256. budget / \$106,029. spend to-date. \$52,227. remaining. Christine anticipates being under budget by approx \$25K. Christine requested the town accountant and city administrator transfer this surplus to expenses for Facilities. Some of the funds, once moved to the expense line, will possibly be used for French Doors, an AppleTV, Additional Speakers/Instructors. There was also mention of a fireplace.

Staff Report:

Ms. Quinn

- Outreach worker position has been filled. Lisa Yorra started April 9, 2018.

Senior Report:

Ms. Quinn

- Reference the Silver Set Gazette for specific programs scheduled.
- Volunteer Lunch to be held April 24th at the Lafayette House.

Correspondence:

- None

Areas of Concern:

Various

- Without the awareness of the Director of the COA, members of the Friends of the Norfolk COA removed supplies and items from the Senior Center kitchen and its cabinets that had originally been purchased for Senior Center events and meals.

HESSCO Representative Report:

- The Volunteer Appreciation Lunch was held. They have over 700 volunteers.

New Business:

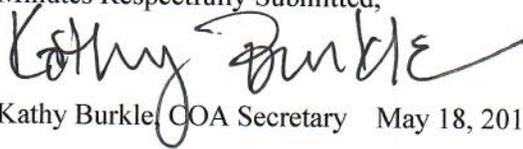
- Christine has requested permission to solicit businesses in Norfolk to support lunches for Seniors. Status?
- A vote was taken to welcome two new members to the COA Board: Debbie Grover and Jim Schweitzer. All Board members voted in agreement. Debbie and Jim will now go to the Town Clerk to complete the process.

Action Items:

- **2/26/18 ACTION ITEMS**
- Planning for another GATRA/Charlie Card event (registration and Charlie Card) will be launched. Initial target date for this is May 17th. Given Town Meeting is May 8 – have literature regarding this event available for distribution. Further update as of 3/19/18: GATRA event will be held on 5/15 from 3pm to 7pm. A GATRA rep will be present. Open question about who will take the pictures – Senior Center or GATRA. Beth will pull out the publicity materials from the last event and provide to Christine. **ASSIGNEE: Christine and Beth CLOSED**
- Select staff at the Senior Center will go through training to be Serve Safe Certified. Christine, Kathy and others from the Senior Center will be trained. **ASSIGNEE: Christine CLOSED**
- **4/23/18 ACTION ITEMS**
- Re-publish meeting dates for 2018. **ASSIGNEE: Kathy STATUS: Dates are – 5/21, 6/18, NO MEETING IN JULY, 8/20, 9/24, 10/22, 11/19, and 12/17. CLOSED.**
- Do we want to draft a public letter on clarification of the Friends vs COA? **ASSIGNEE: ALL for discussion**
- All COA Board members should become members of The Friends. **ASSIGNEE: ALL**
- Offer potential candidates for the COA Board. **ASSIGNEE: ALL**

Motion to adjourn at 10:21 a.m. by Beth Vallee, seconded by Kathy Burkle.

Minutes Respectfully Submitted,



Kathy Burkle, COA Secretary May 18, 2018

Next Meeting May 21, 2018 at 9:30 a.m.