

**NEEDHAM COUNCIL ON AGING**  
**November 10, 2011**  
**MINUTES**

**PRESENT:** Susanne Hughes, Carol deLemos, Andrea Rae,  
Mary Elizabeth Weadock, Lianne Relich,  
Scott Brightman, Roma Jean Brown,  
Dan Goldberg

**NOT PRESENT:** Colleen Schaller, Eilene Kleiman

**STAFF:** Jamie Brenner Gutner, Sherry Jackson,  
Joan DeFinis

**CONVENE:** 7:05 p.m. - Stephen Palmer Senior Center

**DISCUSSION:**

- I. Call To Order - 7::05 p.m. - Susanne Hughes**  
Susanne Hughes, Chair, called the November 10, 2011 Council on Aging Board Meeting to order.
- II. Approve Minutes:**  
Andrea Rae made a motion that the Board vote to approve the October 13, 2011 Council on Aging Board Meeting Minutes as amended.  
Roma Jean Brown seconded the motion.  
The motion carried.
- III. Chairperson's Report - S. Hughes**  
S. Hughes introduced Senior Center staff member, Joan DeFinis. Ms. DeFinis has been a member of the Needham Council on Aging Team since January 2011. In her position of Outreach Worker her duties include oversight for Friendly Visitor and B.A.G.S programs. Joan's professional and volunteer experiences in non-profit and human service organizations in Massachusetts are lengthy and diverse. She has already utilized her talents to update information for her volunteers, outreach to community partners that might not have previously been identified, and has begun to look at volunteerism and outreach in some unique ways. The COA Board warmly welcomed Ms. DeFinis.

The conversation veered to the Town Meeting vote: appropriation of funds to construct a new building to house the Senior Center and Council on Aging. S. Hughes thanked the COA Board members for their

tireless efforts through the years that have led to this milestone.

The meeting received a surprise visit from a "Singing Chicken Telegram" that brought balloons and congratulations on behalf of many friends in town on the vote and funding for a new Senior Center.

The conversation continued on potential plans to form an Ad Hoc Committee, to include some Council on Aging Board members, which would discuss and hopefully recommend a name for the new Senior Center. S. Hughes encouraged the COA Board to think about working on this project. S. Hughes stated that she would contact the Town Manager regarding the initiation of this process. A general discussion ensued regarding this committee. A. Rae shared her experience on what other senior centers have done.

S. Hughes reported that she had sent an email to Jerry Wasserman, Vice Chairman of the Board of Selectman, regarding potential appointments to fill the two vacant COA Board seats.

S. Hughes reminded the COA Board that the Permanent Public Building Committee (PPBC) is meeting on Monday, November 14, 2011. S. Hughes noted that the COA is on the agenda and she encouraged COA Board members to attend.

#### **IV. Executive Director - J. Brenner Gutner**

D. Goldberg reported that he attended an ITN (Independent Transportation Network) presentation. The COA Board engaged in a general discussion on this program, which offers scheduled and on demand rides for non-drivers. There is an annual membership fee, and passengers can schedule rides at anytime. S. Jackson added that some states have laws on the books to protect the volunteers from liability. J. Brenner Gutner stated that she and the Transportation Coordinator will be scheduling a meeting so that ITN could explain this concept to some community partners.

S. Hughes asked about the Prequalification Committee. J. Brenner Gutner responded that the Town uses a prequalification matrix regarding the bidding process, which allows for a more informed evaluation of contractors. J. Brenner Gutner added that she recently attended a meeting on this process and noted that responses to the RFQ will be opened before Thanksgiving. The Prequalification Committee will review them and make recommendations to the PPBC at a meeting in December.

J. Brenner Gutner reported that the reaccreditation onsite visit would happen on Tuesday, November 15, 2011.

S. Brightman spoke about senior housing in town and what would be the Council on Aging's voice on this matter. S. Hughes reminded the COA Board that strategic planning work still needs to be done and that ideas for this will come out of the accreditation recommendations and subsequent strategic planning.

**V. Friends of the Needham Elderly, Inc. Report - R. J. Brown.**

R. J. Brown reported that packets are ready to be mailed to every household in Needham regarding the Senior Center fundraising campaign. R. J. Brown reported that the FRIENDS are working on the Sees Chocolate fundraiser and that the Senior Center Fundraising Committee is meeting frequently.

**VI. Committee Updates**

**Friends Fundraising Steering Committee - M. E. Weadock, C. Schaller, and C. deLemos**

C. deLemos recapped the activities that went into informing Town Meeting members on the warrant article. C. deLemos also recapped the activities of the Phone campaign that took place on November 1<sup>st</sup> and 2<sup>nd</sup>.

**Action Plan Sub-Committee - E. Kleiman, L. Relich, C. deLemos and C. Schaller**

E. Kleiman, C. Schaller, C. deLemos, L. Relich and J. Brenner Gutner met and discussed the proposed Action Plan from the Reaccreditation

process and updates that were relevant.

**Visibility Committee - A. Rae**

No Report

**Springwell - M. E. Weadock**

No Report

**VII. Board Member Updates**

Willgoose Lecture is all set and will take place on November 17.

Cliff got married in October. The Council on Aging Board Members shared their joy at learning this news.

D. Goldberg made a motion to adjourn the November 10, 2011 COA Board meeting. A. Rae seconded the motion. The motion carried. Unanimous Vote. The meeting adjourned at 8:17 p.m.