

**NEEDHAM COUNCIL ON AGING**  
**December 12, 2013**  
**MINUTES**

**PRESENT:** Colleen Schaller, Ed Cosgrove, Phyllis Fanger, Dan Goldberg,  
Susanne Hughes, Eilene Kleiman, Lianne Relich  
**NOT PRESENT:** Carol deLemos, Scott Brightman, Roma Jean Brown, Andrea Rae,  
Mary Elizabeth Weadock  
**STAFF:** Jamie Brenner Gutner  
**CONVENE:** 6:00 p.m. – The Center at the Heights, 300 Hillside Avenue

**Discussion:**

- I. Call To Order – 6:03 p.m. – C. Schaller Co-Chair**  
C. Schaller, Co-Chair, called the November 14, 2013 Council on Aging Board Meeting to order.
- II. Approve Minutes:**  
S. Hughes moved that the Board vote to approve the November 14, 2013 Council on Aging Board Meeting Minutes as submitted. E. Kleiman seconded the motion. The motion carried. Unanimous Vote.
- III. Chairperson’s Report – C. deLemos & C. Schaller**  
C. Schaller gave a brief reported on the Monday evening Permanent Public Building Committee meeting she attended.
- IV. Executive Director Report – J. Brenner Gutner**  
The Board expressed their appreciation for the informative Executive Director’s Report. D. Goldberg asked about the electronic submissions of the Senior Compass, stating that he had not gotten an electronic copy. J. Brenner Gutner responded that some Board members are getting them and some are not, adding that there are some glitches that are being worked out.  
  
S. Hughes asked about the submission of the Council on Aging budget. J. Brenner Gutner explained how some of the information is developed. A general discussion ensued.  
  
J. Brenner Gutner noted that the posting for the Program Coordinator position is closed, and interviews would start soon.  
  
S. Schaller asked about the Home Contractors Program. J. Brenner Gutner responded that Springwell has funded this program in other towns such as Newton, Wellesley, and Weston. We will work to replicate the program and to add to it. It presently has a big educational component.

**V. Friends of the Needham Elderly (F.O.N.E), Inc. Report – J. Brenner Gutner**

J. Brenner Gutner stated that the Friends have met and that their discussions centered on the publishing of the newsletter and how to deal with the membership drive. A general discussion ensued on membership and donation issues. E. Kleiman suggested putting an announcement in the Needham Times, under Senior Notes on membership information with a request from members if they would prefer to receive their newsletter electronically.

**VI. Springwell Report – M. E. Weadock**

No Report

**VII. Committee Reports**

**SeniorCenter Update – C. Schaller, J. Brenner Gutner**

C. Schaller stated L. Relich has done a lot of work preparing for the Open House that will take place tomorrow evening. A general discussion ensued on the potential amount of people attending and logistics. C. Schaller stated that everyone will gather in the multipurpose room, folks will be discouraged from walking around with food or drink. C. Schaller noted that the Home Town Weekly has a nice article on tomorrow's event.

**Senior Center Handbook Committee – E. Cosgrove, C. deLemos, E. Kleiman, A. Rae**

J. Brenner Gutner noted that the writing is done, next steps involve formatting and editing. Discussion veered on parking lot. J. Brenner Gutner stated that she will work on additional signage for the lot and added that a sticker system will be implemented and perhaps more handicap parking can be added in the future.

**VIII. Board Member Update**

P. Fanger has received good news from her cardiologist.

Board members S. Hughes and E. Kleiman shared news that they are expecting new grandchildren.

E. Cosgrove and D. Goldberg shared that they will be enjoying visits from family during the holidays.

**D. Goldberg made a motion to adjourn the December 12, 2013 COA Board Meeting. E. Kleiman seconded the motion. The motion carried. Unanimous Vote. The meeting adjourned at 6:56 p.m.**