

NEEDHAM COUNCIL ON AGING

October 9, 2014

MINUTES

Present: Carol deLemos, Colleen Schaller, Monica Graham, Susanne Hughes, Phyllis Fanger, Ed Cosgrove, Penny Grossman, Scott Brightman, Dan Goldberg, Tom Keating, Lianne Relich

Not Present: Eilene Kleiman

Staff: Jamie Brenner Gutner, LaTanya Steele, Joan Definis

Convene: 6:00pm - The Center at The Heights, 300 Hillside Ave

CALL TO ORDER: 6:00pm Colleen Schaller and Carol deLemos Co-Chairs called the meeting to order.

APPROVE MINUTES: Minutes of September 18, 2014 meeting approved. Dan Goldberg moved to approve and Tom Keating seconded the motion. Motion approved by unanimous vote with one abstention.

Joan DeFinnis: Program Coordinator: Joan updated the Board on the Programs that she oversees at the Center. She considers the Center to be a health and wellness center that provides enrichment and socialization. She discussed the marketing of the programs with direct help from the publication of the Senior Compass. The Needham Times has been helpful also in spreading the word of upcoming programs. There were 61 Programs in September and over 100 people attended the Broadway Sings event. Joan is pleased that the new building is providing a sense of community for all. The COA Board expressed appreciation to Joan for her comprehensive review.

MEETING WITH TOWN MANAGER: Carol deLemos, Colleen Schaller and Jamie Brenner Gutner, met with Kate Fitzpatrick, Town Manager, Chris Coleman, Assistant Town Manager, and Selectman Chair and vice Chair, John Bulian, and Moe Handel to discuss their goal of expanding the hours of the Center which included the possibility and need for additional staffing. Currently there is no administrative help at the Center. Also discussed was the possibility of budget increases to cover programs at night and half day opening to provide availability for seniors who are working full time during the weekdays.

POLICYS AND PROCEEDURES of After HOURS USAGE OF THE CENTER: The discussion continued from the Meeting of September 18, 2014 regarding the Policies and Procedures of the use of the Center for meetings and outside events. In the initial stages, Jamie Brenner Gutner, Executive Director is willing to coordinate the procedures regarding outside events to be held in the building. The following motion was the result of this discussion:

MOTION: The Council on Aging Board of Directors approved the Policies and Procedures set forth regarding the after hours usage of the Center. The motion called by Colleen Schaller and was seconded by Ed Cosgrove. Vote was unanimous with two abstentions. **MOTION CARRIED.**

Page 2 Minutes 10-9-14

EXECUTIVE DIRECTORS REPORT: The Board again expressed their appreciation and approval of the extensive update of the report.

Friends of The Center at The Heights (FONE): Jamie Brenner Gutner updated the activities of FONE and the efforts to reach local businesses.

SPRINGWELL: Discussion regarding the need to maintain dialogue with Springwell now that we do not have an active Board member on staff at Springwell. Susanne Hughes was asked if she would like to continue as a liaison.

ACTION COMMITTEE: Carol deLemos, Eilene Kleiman, Lianne Relich. This committee was formed in 2010 as a part of the reaccreditation process. Carol deLemos reported that the Committee had reached many conclusions such as expanding public knowledge regarding COA services to the community, with methods of doing so. Also recommended was the assurance that the appropriate services are available to those in need. Final recommendations: Establish an Evaluation sub Committee and a Visibility sub Committee.

BOARD MEMBER UPDATE:

Susanne Hughes will be traveling,

Carol deLemos will forward to the Board, a publication called Savvy Senior.

Dan Goldberg made a motion to adjourn the October 9, 2014 COA Board Meeting. Susanne Hughes seconded the motion. The motion carried. Unanimous vote. The meeting adjourned at 7:07