

NEEDHAM COUNCIL ON AGING
November 13, 2008
MINUTES

Reminder: For changes see next month's minutes

PRESENT: **Susanne Hughes, Carol deLemos, Helen Hicks, Dan Goldberg, Nina Silverstein, Andrea Rae, Mary Elizabeth Weadock, Colleen Schaller, and Roma J. Brown .**

NOT PRESENT: **Derrek Shulman**

STAFF: **Jamie Brenner Gutner and Sherry Jackson**

CONVENE: **7:00 p.m. – Stephen Palmer Senior Center**

DISCUSSION:

- I. Call to Order - 7:05 p.m. – S. Hughes**
S. Hughes, Chair, called the November 13, 2008 Council on Aging Board Meeting to order.
- II. Approve Minutes:**
D. Goldberg corrected the spelling of “Yom Kippur” on page 3.
Motion by C. Schaller that the Board vote to approve the November 13, 2008 Council on Aging Board Meeting Minutes as amended. Second by R.J. Brown. Approved unanimously.
- III. Chairperson's Report – S. Hughes**
 - A. S. Hughes reported on the process for filling vacant board positions. She stated that the new process requires the vacancies to be publicly posted. J. Brenner Gutner stated that the vacancies should be in next week's paper. The Board discussed how candidates will be selected and who participates in the selection process. J. Brenner Gutner stated that she would ask the Town Manager if a Board member could participate on the interviews.
 - B. S. Hughes stated that she sent a letter to the Town Manager requesting reimbursement to the COA's Trust Fund for expenditures related to the preliminary design of the senior center at Ridgehill.
 - C. S. Hughes stated that the Board needs to appoint a representative to the FRIENDS. **Motion by N. Silverstein that the Board vote to appoint Roma Jean Brown as the Council on Aging Board liaison to the FRIENDS. Second by D. Goldberg. Approved unanimously.**
- IV. Executive Director – J. Brenner Gutner**
 - A. J. Brenner Gutner reported on the recent volunteer appreciation event. She stated that the event was well attended and went very well. She stated that Penny Gordon did a wonderful job organizing the event.

- B. J. Brenner Gutner stated that she was reviewing the new board member orientation package and noticed a number of redundancies and out-dated material. She would be looking for a Board Member to help in updating the information.
- C. J. Brenner Gutner stated that the COA has not officially selected a candidate to fill the open Outreach Worker position but hopes to have the process completed in the near future. There was discussion about how a person seeking licensure fulfills this requirement.
- D. J. Brenner Gutner recognized Jay Kaplan, a member of the newly formed Senior Center Exploratory Committee, to the meeting. Mr. Kaplan was present to listen and learn.

V. Donations

Motion by A. Rae that the Board accept the following donations:

General Donations October 2008

Emanuello	
Wingate	
Fidelity	
	<u>3969.00</u>

In Memory of Frank Farrar

Chambers	
Catanich	
Kurker	
Nichols	
Goldberg	
Peterson	
McIver	
	<u>220.00</u>

Transportation Donations July-October

July 2008	504.50
August 2008	511.50
September 2008	171.00
October 2008	<u>160.00</u>
	1,347.00

Second by R.J. Brown. Approved Unanimously.

VI. Committee Reports

- A. Senior Center Exploratory Committee – C. Schaller
C. Schaller reported that the committee has been formed but the role is not yet fully defined. She stated that there are eleven members and two staff people (J. Brenner Gutner and Chris Coleman) serving on the committee. The first meeting of the committee is this Monday. The Board discussed the value of having J. Brenner Gutner as a resource to the committee to clarify issues and educate the committee on the services provided by the senior center. The Board was in agreement that the committee should be seen as an independent group that is not overly influenced by the COA but seen as autonomous. J. Brenner Gutner stated that she and Chris Coleman are not voting members of the committee. The Board agreed that they would like J. Brenner Gutner's role clarified.
- B. FRIENDS -
The FRIENDS had not met since the last meeting of the COA Board.
- C. Springwell – M.E. Weadock
M.E. Weadock reported that:
- There were no results yet on the restaurant fund raiser held with Wild Willy's but the restaurant said that they had close to double their normal lunch business.
 - S. Hughes stated that Springwell anticipates an increase in the need for services this winter due to the economy and costs for heating.
- E. Visibility Committee – A. Rae
A. Rae reported on her progress to develop a display and promotional material for the COA.
- F. Willgoose – M.E. Weadock
M.E. Weadock requested that the Board make every effort to promote the upcoming Willgoose Lecture. She stated that flyers have been produced and posted around town. She is hoping for a good turnout.

VII. Board Member Updates:

J. Brenner Gutner: Reported that she and M.E. Weadock went before the School Committee to discuss the senior center and work of the COA. She stated that M.E. Weadock made an excellent presentation and covered all the essential aspects of the COA's work. M.E. Weadock stated that the School Committee seemed overwhelmed with all the work of this

department. J. Brenner Gutner stated that the School Superintendent was very excited about opportunities to collaborate.

C. deLemos: Stated that the computer login was not working when she came in tonight. S. Jackson stated that she would look into this and call for service if needed.

N. Silverstein: Reported that she would be presenting at the Marshfield COA this Saturday on Livable Communities.

VIII. Adjourn (8:10 p.m.)

Motion by A. Rae that the Board vote to adjourn the November 13, 2008 Council on Aging Board Meeting. Second: D. Goldberg. Approved unanimously.