

## Williamsburg Council on Aging

### Meeting Minutes March 21<sup>st</sup>, 2012

Board Members : Gerald Mann (Interim Chair/Vice Chair), Kate Davidheiser (Treasurer), Carl Beach, Nylda Weeks, Absent: Larry West, Lee Garvais, Jim Cahillane. Associate Members: Glen Goebel, Rose Simmons, Lee Satterfield, Paula Wentworth, Absent: Lorraine Barrack Staff: Marie Westburg (Director), Fran Goebel (Activities Director) Guests: Charlene Nardi (Town Administrator), Don Rose (prospective assoc. member)

Meeting called to order by Interim Chair Geri Mann. Meeting minutes from Feb. 15<sup>th</sup> reviewed. Motion to accept was made by Carl Beach and seconded by Kate Davidheiser.

Lee Satterfield read a poem that was reflective on the subject of Spring. Lee agreed to take notes for this meeting.

Discussion about Phil Reid's (Chair) death and how we might honor him as a group. Lee Satterfield is looking into the cost of a bench at Angel Park and it was also discussed that a bench by the river at The Meekins Library would be very fitting. Geri Mann will accept donations from members for the purchase of a commemorative item.

Board Appointments: Gerald Mann (Interim Chair) brought up the need to elect him as Chair and fill the position of Vice Chair. Carl Beech volunteered to position of Vice Chair and a motion was made (by Geri Mann) and seconded by (Nylda Weeks) to elect him until the new fiscal year when elections will be held for new principal officers. This motion was voted by members and accepted. It was discussed that a Nominating Committee is needed for June Elections. Geri Mann asked for volunteers. Paula Wentworth stated that she did not intend to continue on the Board after July. Geri Mann asked her to join the Nominating Committee until which time she leaves. Lee Satterfield and Kate Davidheiser agreed to be members of this sub-committee as well. (Nominating Committee: Kate Davidheiser, Lee Satterfield, Paula Wentworth)

By-Law Committee Report: Geri Mann reported that the committee never met. He reported that he had reviewed examples from other COA's Bylaws and had re-written our By-laws for review by the committee. Rose Simmons reported that she had made a call and found out that we do not need By-Laws. She also said that we need a Mission Statement. Marie Westburg stated that she has created one and that it has been approved already by the Board. Revisions to this Mission statement can be made through any re-visioning sessions which will focus on defining our goals as an agency and as a Board.

Charlene Nardi pointed out that as Bylaws are required to be voted in at Town Meetings, and that as these documents will most likely not go through this process, we will be calling them

COA Policies and Guidelines instead. She also stated that we need to have a frame work defined for our work and should create these guidelines and then make revisions and decisions about them as a group. Final document is subject to approval by The SelectBoard.

Volunteer Recognition Committee Report: (Kate Davidheiser, Carl Beach, Fran Goebel)

Kate reported that no meeting has taken place but a date has been secured in May, at the church for the occasion. Marie Westburg stated that planning well is important and that she is concerned that there will not be enough time to create an adequate event to honor volunteers. It was suggested that maybe the event should be combined with the annual picnic. Concern was expressed that this event should be a more formal event. One member felt that Board members did not need to be acknowledged at such an event Others stated that as many people on the Board have offered their time as volunteers for up as many as 24 years it would be appropriate to honor them. A motion was made, by Carl Beach and seconded by Fran Goebel, to postpone the event until the Fall of 2012 so that adequate planning could be made. This was also approved by Board vote.

Visioning Sessions: Discussion of the continuation of visioning sessions as a group, to define our purpose and goals (first session was held at the Feb. meeting with Jane Diamond) brought a vote to continue this work outside of our regular meetings. This work will occur on Mondays at 11:30 and include a luncheon. Dates for these sessions will be decided upon soon. Charlene Nardi stated that the Select Board is interested in being more involved and in helping to make communication between all parties (Board, Director and COA Board) more effective. She stated that she will continue to attend our COA Board meetings and intends to be part of the visioning sessions. She stated that she feels these sessions are a very important step in supporting the work of the director in addressing the needs of the expanding elder population in Williamsburg. Marie Westburg stated that recent statistics show that our current 20% elder population is expected to grow to 35-38% by 2020.

Directors Report: Marie Westburg reported that PVRTA has agreed to include us in their state application for a new COA Van. Marie stated that this van would cost 54k, with a 20% match from The COA if we applied on our own. As we will be applying through PVRTA there will be no expense incurred. Marie stated that transportation with our current used vehicle, which was donated by PVRTA, has been under utilized thus far due to delays in training a driver. Carl Smith underwent the training and is willing to take some of the hours needed to start providing grocery shopping trips, cultural outings and trips to the COA for congregate meals. Another driver is needed as well in order to have a backup and for hours Carl is unavailable for driving. She estimates that there is a great need for transportation and that with a new van many more people will be willing and able to ride regularly. Marie reported that in a recent Hilltown COA Consortium Meeting it was discussed with guest Dave Christopolis (Hilltown Community

Development Corporation) that the development of a long-term vision for transportation for seniors in the Hilltowns was of utmost importance. Marie and two other COA Directors formed a sub-committee to meet with HCDC Director, Dave Stevens from Massachusetts Councils on Aging to develop strategies to meet transportation as well as other needs for capacity building, funding etc.

Marie Westburg also reported that the piano, which is currently being stored in the office, is under-utilized and in poor condition. The assessment that was done last year by Robert Loomis showed that a substantial amount of work would be required to repair it and that tuning it in this buildings environment would prove pointless. Charlene stated that it is unclear who owns this piano (Town or COA) as it has been here so long. She stated that she would inquire with the Select Board about ownership and also putting it up for surplus.

Marie Westburg reported that she has a new Intern from UMASS who is getting a degree in Public Health. This Intern is proving to be a big help in the office with statistics and organization.

Activity Directors Report: New programs starting include Watercolor, trips in April, May and June have been scheduled. Not enough people signed up for the Guys and Dolls performance scheduled for this weekend at The Hampshire Regional Highschool. 15-20 meals are being picked up and delivered weekly to local seniors through our Take Home Dinner Program which is funded by HVES.

Respectfully Submitted, Marie Westburg

Notes taken by Lee Satterfield and edited by Marie Westburg