**FINAL**

**Carver Council on Aging**

**Secretary’s Report**

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| **May** | August 25, 2022 |
| **Meeting Location:** | Carver Town Hall, Room #4 |
| **In Attendance:** | Donna Forand, Helen Marrone, Claudia Miller, Elaine Raymond, Paula Hitchcock, Alternate and Connie Kelly, Director |
| **Absent:** |  |
| **Guests:** |  |
| **Start Time:** |  4:31 PM |
| **Adjournment Time:** | 5:45 PM |
| **Next Meeting:** | Thursday, September 29, 2022 |

**Approval of Agenda:**

**Motion** to amend the agenda to add Member Comments then approve by Claudia Miller.

Second by. Elaine Raymond. Unanimous

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**Approval of Minutes:**

**Motion** to delay the reading and approval of minutes for July 21 2022 to the next meeting by Claudia Miller. Elaine Raymond second. Unanimous.

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**Public Comments**

None.

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**Activities/Event Report:**

Elaine Raymond gave a summary of planning the Carver Night Out. Board Members summarized how the night went. Overall feedback is it was a great event! Thank you to Elaine for organizing this great event.

Talked about what we should consider for future events. It was decided we would focus more on additional activities for seniors. Although the Carver Night was great, Connie recommended zoning in on concentrated area with seniors, such as the villages. Donna is going to look into the Holly Fair at South Meadow Village.

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**Chair’s Update:**

1. Maintenance Report: Update

Donna requested maintenance report from Dave Siedentopf beginning on November 2019. Several emails have gone out to Dave between Donna and Connie discussing the need to see report and highlighting pressing concerns such as air conditioners not working well. New air conditioner was installed last week.

Connie has statements from various people/groups that the rooms were comfortable even with the air conditioning issues.

Dave did inform Donna that the building assessment has been done on all the municipal buildings but the COA results will not be completed for a few months.

So to date we still do not have a maintenance schedule.

1. Friends Event: September/ October 2022

Friends will be conducting a fundraiser which will include alcohol. Connie confirmed that this event was approved by the Select Board. The Beer & Wine Tasting fundraiser to be held on Saturday September 17, 2022 12-3 pm.

1. Administration: Policy: Rental Agreement

Helen stated that we should have language regarding when a fee is waived and we donate the facility. The organization should still complete rental agreement, but waive the fee. Also suggested adding language that the COA Board must be in receipt of the signed rental agreement no later than 7 calendar business days prior to event.

Add language that the agreement includes the right to deny a request.

Add COA to the agreement to making it a binding event.

Claudia will send edit recommendations to the Town Administrator.

1. Massachusetts Council on Aging Fall Conference : October 19-21, 2022

Connie Kelly signed up to go again this year. Connie will participate in six different workshops.

**Director’s Report Highlights**

Discussed GATRA bus increase usage, so schedules are shifting a little bit due to schedules being tight. Reservations now need to be two business days versus 24 hours in the past.

Connie also went through statistical information one being a 7% increase in membership since July! There is now 310 registered at this time.

Bob Fennessy, Town Administrator has started “Talk with The Town Administrator” every third Tuesday at 10:30 am to discuss any questions or concerns.

Additional detail can be found on the attached Director’s Report dated August 2022.

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**Member Comments**:

Elaine thanked everyone for helping with the Carver Night Out, especially since she could not attend.

Helen thanked Elaine and the entire board for all the hard work put into the Carver Night Out.

Donna recommended Heidi or Connie to attend next year because there were several questions and it is good exposure.

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**Adjournment:**

**Motion** to adjourn by. Claudia Miller . Helen Marrone second. Unanimous.

Attached: Director’s Report