**FINAL**

**Carver Council on Aging**

**Secretary’s Report**

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| **Meeting Date:** | March 25, 2021 |
| **Meeting Location:** | Carver Town Hall, Room #1 |
| **In Attendance:** | Donna Forand, Claudia Miller, Savery Moore, Helen Marrone, Nancy Ryan, Stephanie Clougherty (Alternate) and Connie Kelly,Director |
| **Absent:** | Paula Hitchcock (Alternate) |
| **Guest(s):** | Courtney Krajeski, Old Colony Volunteer Services |
| **Start Time:** | 4:35 PM |
| **Adjournment Time:** | 6:00 PM |
| **Next Meeting:** | Thursday, April 29,2021 |

**Guest Topic: Volunteer Services:**

Old Colony Elder Services( OCES) works with those with disabilities and seniors fifty-five years or older. It is an independent and not for profit organization primarily funded by grant support.

Courtney explained the services OCES offer. Courtney stated she is looking for volunteers for “Meals on Wheels” and Talking Information Center in Marshfield. Volunteers are heavily needed in these two areas.

The Talking Information Center program allows volunteers to record various readings for future listening. The visually impaired and others will have the opportunity to listen to these readings. Courtney serves as a matchmaker to coordinate a person interested in volunteering and matching them to an appropriate opportunity. The Volunteer Reading program is open Monday through Friday, 8:00-4:00 PM in Marshfield.

OCES can help recruit volunteers for our Council On Aging (COA) volunteer needs.

A part of the RSP is offering supplemental insurance. The only requirement is the volunteer is fifty years or older.

How does OCES vet volunteers? Courtney will conduct in person meeting(s). A volunteer application will be required. A Cori and National Sex Offender Registry check will be conducted for all volunteer applicants. Courtney tries to work with volunteers to place them in locations they want to volunteer in.

Courtney’s contact info is 508-584-1561 ext. 355 if anyone is interested in volunteering and/or have a need for volunteer assistance with a COA activities.

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**Approval of Minutes:**

**Motion** to approve February 18, 2021 minutes made by Savery Moore and seconded by Claudia Miller.

Helen abstained. 4 approve, 1 (Helen) abstained.

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**Policy Sub-Committee Report:**

Claudia Miller conducted sub-committee meeting on March 4, 2021 with Stephanie Clougherty. Together they made some revisions to the Draft Agenda Policy. Board will review and finalize at next meeting.

Claudia and Stephanie will build a binder for all policies or other important COA topics for members.

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**Chair’s Quarterly COA Visit Report:**

Donna Forand and Claudia Miller took a tour of the COA. Some areas being renovated. Facility is clean. The renovations that are completed look beautiful. Recent inspection of the COA passed. Donna Forand also talked to Select Board members about wood outside needing repair work. This needs to be fixed in order to avoid future possible damage from leakage to new ceiling and floors. There are eleven freezers. We do not need all eleven freezers, so Donna Forand recommended unplugged three of them. Every freezer was spotless. The donated dishwasher’s life span has expired and feel we need to replace it. Discussed this with Town Administrator.

Donna shared and explained a COA Board Matrix-Responsibilities and Focus with the Board.

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**Director’s Report:**

Connie went over her Director’s Report which is attached.

One event not found in Director’s Report is the *Grand Slam Hot Dog Drive-Up* event which is being sponsored by the Carver COA Board of Directors will be held on Friday, April 30, 2021 from 11:00 AM-12:00 PM. Ticket charge is $3 per person. If anyone is interested in attending and need more information they can call 508-866-4698 extension 3.

Flyers were distributed explaining the promotions of both “A Matter of Balance Healthy Living Program” and “COA Outreach Assistance.”

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**Volunteer Needs Identified:**

There are three areas where COA can use help.

1. We are in need for “Meals on Wheels” volunteers, especially drivers. We cannot offer driver incentives (mileage reimbursement) at this time.
2. A Shine volunteer is also need. Main focus for this program is explaining Health insurance questions.

Training for this program is in May. We need someone to represent Carver.

1. We will also need activity coordinators now that we are getting ready to be up and running.

**COA Goals for Discussion:**

Chair outlined six key areas that need to be prioritized. Board members and audience were asked to participate in voting. The areas on the list:

* Monthly/weekly nighttime events (ex. Game Nights) #1
* Outdoor area development #1
* Long Term Planning (feasibility study, etc) #2
* Creative Marketing to attract seniors
* Technology Education
* COA awareness campaigns and events

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**Member Comments:**

Nancy Ryan looked back at COA history since 2009 and found in 2014 minutes that COA Board had a Treasurer at that time. Nancy feels we need one. We will discuss at a future meeting.

Nancy discussed job descriptions and feel there is a conflict . Donna recommended bringing these concerns to the Policy Sub-Committee.

Claudia asked for a brochure listing volunteer needs and she will place at her Senior Community.

Donna handed out a presentation outlining a proposed name change and description of “Meals on Wheels” to “Meals on the Move.” Board will discuss at future meeting.

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**Public Comments:**

There were no public comments.

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**Adjournment:**

6:00 PM

**Motion** to adjourn by Helen Marrone. Claudia seconded. Unanimous decision.