**Final**

**Carver Council on Aging**

**Secretary’s Report**

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| **Meeting Date:** | April 28, 2022 |
| **Meeting Location:** | Carver Town Hall, Room #4 |
| **In Attendance:** | Donna Forand, Claudia Miller, Helen Marrone, Savery Moore, Elaine Raymond and Connie Kelly, Director.  Alternate: Paula Hitchcock |
| **Absent:** | Stephanie Clougherty |
| **Guests:** | Bob Fennessy, Interim Town Administrator and Alan Germain, Chair of Finance Committee |
| **Start Time:** | 4: 40 PM |
| **Adjournment Time:** | 5:35 PM |
| **Next Meeting:** | Thursday, May 26, 2022 |

**Approval of Agenda:**

**Motion** to approve the March 24, 2022 agenda by Helen Marrone. Elaine Raymond second. Unanimous.

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**Approval of Minutes:**

**Motion** to approve waiving the reading of minutes and to approve minutes for March 24, 2022 by

Claudia Miller. Elaine Raymond second. Unanimous.

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**Public Comments**

**Reorganization:**

**Motion** made to turn meeting over to Bob Fennessy, Interim Town Administrator (ITA) in order to conduct reorganization by Claudia Miller. Savery Moore second. Unanimous.

**Motion** made for Donna Forand to serve as Chair by Claudia Miller. Savery Moore second. Unanimous.

**Motion** made by Helen Marrone for Claudia Miller to serve as Vice-Chair. Elaine Raymond second. Unanimous.

**Motion** made for Helen Marrone to serve as Secretary by Savery Moore. Elaine Raymond second. Unanimous.

**Administrative Sub-Committee**

**Motion** made by Donna Forand to create Administrative Sub-Committee. Helen Marrone second. Policy and administrative issues would be discussed. Unanimous.

**Motion** made by Savery Moore that Helen Marrone and Claudia Miller will compromise the members of this new committee. Elaine Raymod second. Unanimous.

**Activity Programs Sub-Committee**

**Motion** made by Claudia Miller to create an Activity Programs Sub-Committee. Elaine Raymond second. Unanimous.

Motion made by Claudia Miller for Elaine Raymond to head up committee. Donna Forand second. Unanimous.

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**BOD Chair Comments.**

Board of Directors’ game night went very well. Several in attendance would like to have this event more often. There was strong marketing for this event with 1700 emails being sent, advertising on cable and several news outlets. Based on the publicity that this event had, the attendance was low. Jackie Roberson from Friend on COA feels daytime hours may work out better.

**Director’s Report Highlights**

Connie summarized March update. Wanted to clarify we are mailing out 900 emails. Many seniors do not have emails.

Gatra offered 500 trips including to go to Town Meeting.

Average three to five snap applications each week are coming in.

Heidi will start in May on Shine counselling. Once certified, she will be able to provide assistance right at the COA.

The Arts & Crafts attendance is growing each class, each week. Friends of the COA are covering all the costs of these class sessions.

Another growing program is Movie Matinees. Singing in the Rain was well attended.

Grieving Program is also growing. Friendships are developing from this program.

The Director’s Report is attached for additional information and detail.

Seven weeks of AARP tax prep help with 96 seniors receiving assistance. No one was left out.

Helen Marrone excused herself at 5:15 PM. Elaine Raymond served as secretary for the remainder of the meeting.

Motion made by Claudia Miller to move public comments to top of agenda. Elaine Raymond second. Unanimous.

**Public Comments**

Jackie Roberson of the Friends thanked the Board for all they do. She also requested for more work to be done outside the building.

Paula Hitchcock asked if there are funds available for outside plants. There is no money in the budget for this, but Connie will put it in the newsletter looking for donations of plants, divided plants, etc. Raised planters were also suggested as being more accessible for seniors.

**2021-2022 Goals for the COA Board:**

-Outdoor Activities: yoga, meet and greet in Shurtleff Park.

-Long Term Planning: Ongoing for 2022

-Evening Events: Take Me Out to the Ball Game completed

-Marketing/COA: Awareness: signs, newsletter, Facebook, coffee hours with Heidi, Friends sandwich boards

-Technology: being upgraded, I-Pad instruction classes, h.s. Senior class I-phone instructors

-The 2021-22 goals were completed.

-The Board will start to set the 2022-2023 goals.

**Member Comments**:

Elaine was happy to hear that the new windows have arrived and that the Wi-fi is being updated.

Donna thanked the Board for all their work this past year.

Claudia commented that there needs to be some kind of illuminating tape on the stairs leading to the parking lot as it’s very dark at night and hard to see the stairs.

**Adjournment:**

**Motion** to adjourn by Elaine Raymond. Claudia Miller second. Unanimous.