Carver Council on Aging

Secretary’s Report

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| Meeting Date : 2/18/2021 |
| Meeting Location: Town Hall, Room #1 |
| In Attendance: Donna Forand, Claudia Miller, Savery Moore, Connie Kelly, Director and Paula Hitchcock (Alternate), Stephanie Clougherty, Nancy Ryan. |
| Absent: Helen Marrone |
| Visitor(s): Town Administrator, Rich LaFond |
| Meeting Start Time: 4:32 PM |
| Adjourned: 6:10 PM |
| Next Meeting: Thursday, March 25, 2021 at 4:30 PM |

Secretary’s Report: Helen was not at the meeting

Motion to approve minutes as amended by Claudia Miller

2nd by Savery Moore. Unanimous decision

Agenda Items:

1. Town Administrator address to the board.
   1. Rick explained the importance of the COA Board to unanimously define and agree on exactly what the priorities and goals for all to accomplish in the years 2021-2022. This will provide the board members with the detail of their future projects for the year.
2. Goals for the Board.
   1. Donna agreed with Rick and discussion included the following ideas to be reviewed, defined and agreed upon in future meeting. No motion at this time on these items:
      1. Maintenance on the outside of the COA facility
      2. Discussion regarding volunteers with be done in coordination with the COA Director
      3. Continued remodeling where possible on the interior of the COA
      4. Robo calling use to provide addition communication to elders not using email
      5. Computer training for COA members
      6. Migrating COA members with computer access to Email
      7. Creative ways to get messages to members
      8. Add functions one night a week to encourage all ages of residents to use the COA facilities
      9. Future preparation for pandemic assistance
3. Social media approved board statements
   1. Article III Sec 2 State the COA Board Chairperson acts a spokesman for the Board in it’s relations with the public.
      1. **Motion** made by Claudia Miller and seconded by Savery Moore ..utilize a link on the Town of Carver website to provide the COA chairperson the ability to respond to resident questions, concerns or information. Passed unanimously
         1. Donna discussed with Stephanie regarding her ability to set up the link
         2. Stephanie emailed the Board back in the evening to provide the link information.
4. Future plans for the COA facility.
   1. Discussion was short. Agreement is probably a 5year plan discussion will continue at future meetings
5. Request for activities budget of $500 from Select Board.
   1. Town Administrator advised approved for $1000
6. Fill Vice-Chair COA Board position
   1. **Motion** made by Claudia Miller and seconded by Savery Moore … fill the Vice -Chair position Claudia Miller was the volunteer Vote was not unanimous one vote nay. Motion passed.
7. Establish and policy and procedures committee
   1. Donna advised with all the policies and documents that are required the board should establish a committee to maintain the documents.
      1. **Motion** was made by Savery Moore to establish a policy and procedures sub committee reporting to the Chair. Passed unanimously
         1. Members were appointed by Donna as Nancy Ryan, Stephanie, Claudia Miller.
8. Agenda Policy
   1. Donna directed that to be first project of the new Policy and Procedures Committee.
9. Directors Report – Copy attached
   1. Highlights – preparing for the St Patricks day warm meal. Cost $5.00. Request board participate in the pick up process and greeting members at the time. Function set for Wednesday 3/17/21 pick up at COA Facility.
   2. Re-opening plans still directed by stat.
   3. Bingo capacity requirements still and issue.
10. Meeting quarterly and meeting dates
    1. Discussion a meeting schedule was establish as follows :
       1. Dates established as 3/25,4/29,5/27,6/24,7/29, 8/26
       2. 7/29/21 if covid is resolved this meeting will begin to be had to the COA facilities. The timing for the meetings after this action is still up for discussion. Elderly board member request 10:30 AM. A of current board members can not manage am meetings. Other members have shown interest in evenings or have no issue with 4:30 PM. Timing still up for discussion. No agreement made on this item set for future discussion at this time.
    2. Meetings quarterly at Facility discussion agreed to as soon as Covid restriction allow board attendance meeting will be held at COA Facility.
11. Volunteer needs.
    1. Were discussed under Agenda item 2 section aii of this document. Will be destermined

Next meeting established as 3/25/2021 4:30PM

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Update on 5 Year Plan

Rick submitted a bulleted list to the board as a starting point to considering either a new building or renovating the existing building.

From Savery, 4500 residents over 55 years in Carver. Over 1200 responded to survey. 50 of those currently utilizing the COA. 25-33% Increase in the senior population of Carver. The Atwood House will not be able to accommodate an exponential increase in visitors.

This project is long term and pre-planning is the first step. We will invite Rick to our meeting in March after board has time to review Rick’s bulleted steps to move forward.

Jim Hoffman speaking as Recreation Committee member, explained that Pickle Ball was discussed at their meeting last night. They are working on the possibility of attempting to make it happen.

Member Comments

The Board feel the Chair and Director of the COA should discuss the ongoing negative comments being written on Facebook. This town needs to go forward in a positive direction and work together. Negativity on FB is counter-productive to achieving this goal.

Public Comments

Jim Hoffman is reaching out to us if we need anything.

Motion made by Savery for next meeting on February 18,2021 at 4:30 PM. Helen 2nd. Unanimous.

Motion made by Savery to adjourn meeting. Helen 2nd. Unanimous.

Adjournment

6:10 PM.

Motion to Adjourn by Savery Moore. Helen 2nd. Unanimous decision.