



## **OAKHAM COUNCIL ON AGING**

**Minutes: regular meeting of November 8, 2023 at 1 pm at Town Hall**

**Meeting called to order at 1:15:**

- **members attending: Barbara Wreschinsky, Jan Handrahan, Clare Hendra, Rick Hendra; Becky Austin (alternate)**
- **guests: Paul Rochette, Barbara Laborde, Jane Pease,**

**Approval of Minutes of Oct. 13, 2023: Jan moved, Becky seconded – approved unanimously**

**Report from the Chair (Barbara):**

- **Barbara raised the question of our computer contribution from Steve Dollinger, whether to go laptop or desktop.**
  - **The merits of both were discussed, with flexibility in favor of laptops, security in favor of desktops.**
  - **Clare suggested we talk to Steve about a docking station for a laptop to solve the security problem.**
- **Barbara Laborde and Jane Pease were recognized, and they proposed that we offer a collection point and encouragement for a package of best wishes for Lucy. Jan offered to help set this up.**
- **We have a newly appointed Board member, Clare Hendra, and she was welcomed.**
- **We are now having all COA correspondence forwarded through Barbara**
- **We've uncovered the existence of a donation account (with \$8000!), but we've yet to figure out how to access it.**
- **With Aaron's help, we have 3 working iPads in Melanie's office.**
- **The phone lines have been separated, so we have our own phone and the kitchen has theirs, 508-882-4074 and 882-4073 respectively.**

- We have begun trying different physical layouts of the dining room to better assure safety and comfort; we'll wait to hear what people think.
- The kitchen will no longer be locked.
- Barbara and Clare are working on the books and our accounting
- Barbara's working on mastering the MySenior Center software.
- Barbara's worked up a warrant article to raise the limit on the revolving fund to \$10,000.
  - There's concern we not use it as a savings account, that we spend the funds we're allotted.
  - Clare said we need to be more explicit about what routinely goes into that account and what goes out – then it becomes easier to justify raising the limit.
- We need to reorganize the storage shed.
  - Paul suggested that we have the Town put its papers storage in the back of the shed, and put our appliances in the front.
- Barbara also reported on our presentation to the Selectboard over concerns with the dining site.
  - Barbara met with Aaron Langlois and then wrote a letter to Jim Burns about meeting with him on the MOU.
  - She went through the MOU with him, and confirmed
    - that the closet by the kitchen is Elder Services'
    - that Elder Services will be in charge of disposing the trash
    - that the site manager will take phone reservations for lunch on their 882-4072 phone line. [put in Herald]
    - And we will no longer pay for the fax machine.
    - The site manager will be responsible for general cleanliness in the dining area.
- Barbara finds herself very busy and asked about how the rest of us can help share the load.
  - Melanie has suggested we provide coverage from 9 – 1 daily.
  - The consensus was that we should look at the monthly activities calendar and each of us volunteer for activities we can cover.
- Barbara also gave a report for Melanie, who couldn't be with us:
  - We had a well-attended lunch bunch at Teresa's
  - We've had some much-appreciated donations of items we can use.
  - We'll be getting the Wii bowling set up shortly
  - And we're looking for a more permanent place for Zumba.

### **Old Business:**

- **Dividing coverage among COA volunteers – discussed under Chair's report.**

### **New Business:**

- **Election of a new Treasurer**
  - **Barbara moved to elect Clare our new Treasurer, Becky seconded, and she was elected without opposition.**
- **Budget items for consideration –**
  - **\$400 for Eller's at \$10/person**
  - **Up to \$400 for candlelight walk at Sturbridge Village**
- **Discussion of computer needs**
  - **Discussed under Chair's report**
- **Handling mutual use items, like keys, passwords, and a combination to allow keyless entry for COA members/volunteers.**
  - **We'll explore the possibility of a hide-a-key**
  - **The password for everything not requiring security is COA**
- **Policy for subsidizing non-seniors attending our activities.**
  - **The situation has come up with an out-of-town couple using the podiatrist's services**
  - **There was agreement that there should be no subsidies.**
  - **Rick suggested we look into guest memberships for out of towners**
  - **Rick moved that we not subsidize out of towners' participation in our subsidized events. Clare seconded. Unanimous.**
- **Melanie's hours and expectations – review and planning**
  - **Paul suggested we hire her under a new job description – Assistant Director (which has no pre-set credentials).**
  - **And then we could raise her hours.**
  - **There was discussion of finding compensation for our Chair for all the extra work she's taken on.**
  - **It was suggested that we speak with the legal rep from Elder Services.**