

Wellesley Council on Aging
Board Meeting
January 22, 2018

Location: John and Dwin Schuler Multipurpose Room, Tolles Parsons Center

In Attendance: Diane Campbell, Anne Marie Gross, Thomas Kealy, Penelope Lawrence, Miguel Lessing, Jacqueline Mahoney, Barbara Offenhartz, Frank Pinto, Dianne Sullivan, Kathleen Vogel

Associate Members: William Murphy, Sheila Nugent

Board of Selectman (BOS): Thomas Ulfelder

Staff: Gayle Thieme, Linda Clifford

Absent: Lisa Heyison

Guests: Pete Godfrey, FWCOA President; Cynthia Sibold, NEF Co-Chair

Call to Order: Diane Campbell called the meeting to order at 4:00pm.

Citizens Speak: None.

Approval of December 18 meeting minutes:

Frank Pinto called for a motion to approve the December 18 meeting minutes and Tom Kealy seconded. Dianne Sullivan asked to add her request for Gayle to send out a copy of the EOE Annual Report to the Board. Linda will add this, and correct a typo found on page 3. The Board voted unanimously to accept the minutes.

FWCOA - NEF Grants (Discussion and Board approval to move forward)

Diane Campbell said since the Board reviewed the draft grant application in November, applications for two high priority items (expanding the COA lunch program and supporting COA transportation) were completed and submitted, perhaps prematurely as the Board has not yet had time to review the process and impact these grants would have on COA programs and services. Funding requests totaling \$1000 or more require an application, and a grants committee has formed to review the proposals and make funding decisions.

Pete Godfrey said the grants committee was developed to review applications in an advisory capacity and provide transparency regarding how NEF funds are spent. Tom Kealy asked if a presentation should accompany the written application and if the COA will receive feedback about why an application is denied. Pete said a presentation is not necessary and a rationale will accompany denied applications. Anne Marie Gross suggested guidance from the grants committee about what they are really looking for in an application. A meeting between Gayle and the committee may be helpful. Cynthia Sibold said the committee wants to issue grants that have purpose, meaning, and are aligned with mission of FWCOA. Diane said there needs to be a robust representation at each other's meetings to work from a common base of communication. Kathleen Vogel asked if it is possible NEF would not fund a proposal because it is not in line with FWCOA, e.g. it belongs in operating budget instead. Pete said NEF does not want to stymie great ideas. Diane added that sometimes grants initially fund projects before moving into the operating budget.

Diane said the grants committee approved the application to pilot expansion of the lunch program to five days per week. Gayle said the pilot would begin in March, pending confirmation of logistics with Wellesley Bakery who will cater the lunches on Mondays and Wednesdays. The grants committee denied the application to support COA transportation services. Cynthia added Newton-Wellesley Hospital recently donated \$10,000 to NEF, which the current challenge grant will match. Newton-Wellesley has expressed interest in supporting health and wellness initiatives.

2nd quarter Budget Summary – Linda Clifford

Linda provided an update on the operating budget and gift accounts through two quarters. Operating spending is under budget. The Finance Department reclassified certain expenses made earlier in FY 18 to newly created line items that have budgets in FY 19 (Software Licenses, Cable/Internet, and Dues). Linda reported that per a previous discussion with the Finance Department, the COA is expected to turn back the remaining available funds in the Building/Rental lease line item at year-end. Tom Kealy questioned what would happen should the COA overspend in other areas before FY 18 ends, especially since the COA moved to TPC earlier than planned for in the FY 18 budget. Linda and Gayle will clarify with the Finance Department.

Linda provided an update on the allocation of EOEI Formula Grant funds for FY 18:

- Volunteer Recognition - \$2000
- Volunteer Program Development - \$1000
- Enrollment Incentives - \$1729.30
- Outreach to Non-English speaker - \$1500
- Marketing/Branding Executions - \$3000
- Personal Services offset - \$43,432

All funds must be spent by 6/30/18. The funds allocated for Marketing/Branding executions are in addition to the funds available in the gift account specific to Marketing/Branding Implementation.

2nd quarter Transportation Summary – Linda Clifford

Linda provided a summary of the data sent to the Board. The overall number of transportation requests for Q2 is down 4% compared to Q2 of FY 17. Reasons for the decrease are unclear.

Gayle Thieme updated the Board on the recent Transportation working group meeting. Gayle, Linda, Miguel Lessing and Dianne Sullivan met on 1/2 to discuss bus fares and are proposing to pilot free bus rides from March-June 2018. Gayle said the COA has committed \$2500 to offset operating budget spending in FY 18 and there is \$1726 available in the bus fare revolving account. During the pilot, passengers will have the opportunity to make voluntary donations to support transportation services. As part of this proposal, the Board would fund any revenue shortfall at year-end from the general gift account. Kathleen asked what other costs are associated with the pilot program. Gayle said postage is an additional cost, as passengers will receive a letter each month detailing their rides and providing an opportunity to make a donation. Miguel Lessing put forth a motion to pilot a program to eliminate bus fares from March-June 2018, and to fund any revenue shortfall from the COA gift account. Tom Kealy seconded the motion. The motion passed by a unanimous vote.

FY 19 Budget Updates – Gayle Thieme & Linda Clifford

Gayle has emailed the Board a copy of the PowerPoint slides from the COA's presentation to the Advisory Committee on 1/10. The email also contained a link to a video of the meeting. Advisory Committee is required to take a vote because of the proposed increase in FTE. COA Advisory liaison Lina Musayev will advise as to when the vote will take place.

Director's report – Gayle Thieme

Gayle emailed the Board on 1/17 with updates on fitness room and included the revised documents. The room is not yet open. The card reader has been installed, just waiting for the key fobs to arrive. Over 40 people attended orientation sessions on 1/16. Going forward, orientations will occur on Tuesday afternoons. All potential members must attend a session prior to purchasing a membership.

Veteran COA fitness instructors Leslie Worris and Judy Scribner-Moore received the letter from Board informing them of the new COA program pricing policy and offering a rate of \$95 per 60-minute class. Prior to receiving

her letter, Leslie Worriss informed Gayle in writing that she will not continue teaching at Wellesley COA after the current January/February session because she is pursuing other opportunities. Gayle and Leslie will notify participants in Leslie's classes the week of 1/29. Gayle said the COA is actively recruiting new fitness instructors, which may take time because staff want this to be a thoughtful process. Anne Marie suggested having potential new instructors teach sample class to a group of current participants in order to solicit their feedback. Gayle added Judy Scribner-Moore had responded to her letter, and asked to negotiate a higher rate per class. There was general group discussion about Judy's request. Jackie Mahoney put forth a motion to keep the offer at \$95 per 60-minutes class and Penny Lawrence seconded. The motion passed by a unanimous vote.

Updates on the following items will be provided at the February 26 meeting: TPC building, Social Media, Title III Springwell grant, and the January 11 meeting with the Fund for Wellesley.

Almira N. Simons Fund update – Diane Campbell

Postponed to February 26 meeting.

Old/New Business: Dianne Sullivan asked for a list of the current working groups and members.

Meeting adjourned: Diane Campbell adjourned the meeting at 5:45pm.

Next Meeting(s): February 26, 2018 at 4:00pm

Documents and/or Exhibits referenced at this meeting (all previously distributed by Gayle Thieme):

- FWCOA-NEF Grant Request Application
- COA Lunch program Grant Application (completed)
- COA Transportation Grant Application (completed)
- FY 18 2Q COA Operating Budget summary
- FY 18 2Q COA Gift Account summary
- FY18 2Q COA Transportation update (PowerPoint slides)

Minutes prepared by Linda Clifford