

Wellesley Council on Aging
Board Meeting
March 7, 2018

Location: Lee Conference Room, Tolles Parsons Center

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

Staff: Gayle Thieme, Ashley Shaheen

Absent: Lisa Heyison, Penny Lawrence, Frank Pinto, William Murphy, Sheila Nugent

Call to Order: Diane Campbell called the meeting to order at 11:30 a.m.

New Vendor Payments:

Gayle Thieme briefly reviewed the program pricing changes as voted by the COA Board at the December 18, 2017 COA Board meeting. Gayle asked the Board to consider providing staff with a bit more flexibility with use of a payment range vs. fixed rates. Gayle described, in detail, the many steps staff take when recruiting and onboarding new vendors. Gayle explained that staff developed an excel document, using various formulas, which serves as the primary tool guiding staff in determining vendor payments. When populated with various pieces of information, the tool indicates when classes are running at a deficit, breaking even, or resulting in a surplus. Gayle explained that this is an essential tool for staff to use as they monitor enrollment for March/April programs and plan for program growth in the months ahead. Gayle provided a printed copy of the spreadsheet reflecting enrollment numbers as of March 6, 2018. She then displayed the same information and demonstrated how this tool works when information in any given field is changed.

There was discussion about the criteria to consider when recruiting new vendors. Gayle shared that factors include findings from reference checks, years of experience, certifications and trainings, student testimonials, and our assessment as to whether or not prospective vendor is a fit for Wellesley COA and not duplicative of existing programs. Kathleen Vogel suggested that in the COA newsletter, each program description indicate the number of weeks the class will meet. Tom Kealy suggested that staff obtain student testimonials to be included in future newsletters, particularly with brand new vendors. Gayle commented that Ashley Shaheen, Senior Activities Coordinator is in the process of onboarding two additional fitness teachers for the May/June program cycle and that we plan to offer free trial classes in April. Staff will make special effort to notify former fitness students of these opportunities.

Kathleen Vogel made a motion to authorize Director of Senior Services and staff, when engaging in a vendor search, to offer compensation of up to \$100.00 per 60- minute class based on of onboarding criteria. Tom Kealy seconded the motion. The vote passed favorably by seven votes and one abstention.

Meeting adjourned: Diane Campbell adjourned the meeting at 12:15 p.m.

Next Meeting(s): March 29, 4:00 p.m.

Minutes prepared by Gayle Thieme