

**Council on Aging Minutes of July 28, 2022 Online
Remote Board Meeting**

This meeting will be aired live on Comcast 8 and Verizon 40, and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Channel 9 or Verizon 39. Also, meeting agendas are posted on wellesley.ma.gov at least 48 hours prior to the meeting, and protocol for participating in Citizen's Speak is at the bottom of that agenda.

Members Present: Tony Parker, Chair; Susan Rosefsky, Secretary; Marlene Allen; Tory DeFazio; Lori Ferrante; Cynthia Sibold; Dianne Sullivan; Kathy Trumbull; Kathleen Vogel; and Tina Wang

Absent: None

Also Present: Gregory Wilson, Interim Director of Senior Services

Meeting Documents:

Agenda
Minutes of April 21, 2022
Minutes of June 23, 2022
Director's Report

I. Call to Order:

Mr. Parker, Chair, called the meeting to order at 4:01pm. There was a Roll Call for attendance.

II. Citizen Speak: None

III. Meeting Minutes:

Minutes of the April 21, 2022 meeting were reviewed.

A motion was made by Marlene Allen and seconded by Kathleen Vogel to accept the minutes of the April 21, 2022 meeting. In a Roll Call vote by Members Present named above, the motion passed, 9-0-1 (Cynthia Sibold abstained).

Minutes of the June 23, 2022 meeting were reviewed.

A motion was made by Marlene Allen and seconded by Kathleen Vogel to accept the minutes of the June 23, 2022 meeting. In a Roll Call vote by Members Present named above, the motion passed, 9-0-1 (Cynthia Sibold abstained).

IV. Director's Report:

Highlights of the report included:

- FY22 Budget Closeout;
- Gift Acceptance;

- Building Updates; and
- Programs and Social Services

A. Finances

I. Gift Acceptance

A donation of \$32.50 was made by various COA patrons for the coffee fund.

A donation of \$1,276.40 was made by the Friends of the Wellesley Council on Aging (FWCOA) for FY23 newspaper costs.

A donation of \$197 was made by the Friends of the Wellesley Council on Aging (FWCOA) for June 2022 subsidized lunches.

A donation of \$449 was made by the Simons Fund for June 2022 free lunches.

A donation of \$385.70 was made by the FWCOA for June 2022 Subsidized coffee.

A donation of coffee cups for the cafe was made by Roche Brothers.

A motion was made by Marlene Allen and seconded by Tony Parker to accept all above mentioned monetary and nonmonetary gifts given to the COA. In a Roll Call vote by Members Present named above, the motion passed unanimously, 10-0.

II. FY22 Budget Closeout Update- Operating and EOE A

Mr. Wilson stated that the original request for the operating budget was \$489,218 as well as the \$52,600 received in grants. For FY22, the COA used 92% of the budget. Mr. Wilson also stated that the COA used 88.3% of the FY22 EOE A budget, which leaves a remaining balance of \$8,150. Additionally, Mr. Wilson noted that the FY21 EOE A budget has \$15,630 remaining. Both balances will be carried forward.

B. Programming & Services

For programming, Mr. Wilson highlighted the following events: Virtual Monarch Butterfly Event with 27 attendees as well as events in observance of Juneteenth, including West Africa and the Slave Trade with 21 attendees, and a Cottontown lecture with 34 attendees. Other highlights included a flower design workshop, needle-felted fish, and a Red Sox game sponsored by the Friends with 30 attendees. Also, the COA hosted the folk-music revival with 35 attendees and Frank King's Five for the Fourth with 30 attendees. The biggest event of the month, the Newport Flower Show day trip, had 91 travelers.

During discussion, Ms. Rosefsky asked if the attendee numbers were similar to the anticipated figures and what the maximum capacities were. Mr. Wilson mentioned that the Zoom events can feasibly have up to 100 attendees, but attendance is usually lighter during the summer. 50 people can attend lectures in person. With food events (such as the Red Sox game) the maximum has been 30. Mr. Wilson believed that the turnout was acceptable for each category. Ms. Wang asked if there were any issues with the chaperoning of the Newport Flower Show, and it was clarified that there were no issues. Four staff members chaperoned, and staffing at the TPC was not an issue that day.

For Social Services, Mr. Wilson presented some financial needs such as a new oven, adaptive equipment, vet bills, and dental surgery. These requests are reviewed by Kate Burnham on a case-by-case basis with a focus on attention to those that need support repeatedly. The Healthy Aging programming including the weekly Social Connections group is doing well. Also the regular Coffee with a Cop events are running well.

During discussion, Ms. Wang asked when Ms. Burnham started the Social Connections group, and it was clarified that it started the previous year. Ms. Rosefsky asked if the group had grown, and it was clarified that there was a maximum of 10 participants. Mr. Wilson listed several topics covered in this group. Ms. Rosefsky also asked if the group had any topic focused on COVID-19 cases and hospitalizations. Mr. Wilson said that this did not necessarily occur with Kate, however the Health Department has made available many more COVID-19 testing kits. Mr. Wilson mentioned that there were not many new developments regarding this topic. Ms. Vogel asked if Mr. Wilson was notifying patrons of any staff with the virus, and Mr. Wilson stated that he was following protocol from the Health Department, which does not include contact tracing. The distinction was made in notifying patrons between staff just in the office area versus staff, such as Kate, who might be in close proximity to patrons. Mr. Parker mentioned that they are following the protocols from the Department of Health and if there needs to be a discussion on the topic it should be postponed to a later date. Ms. Wang suggested that the Board should create some policy regarding the topic and that it should be placed on a later agenda. It was also suggested that the topic of “Family Members Understanding Available Resources and Housing Options” become a broader topic for a webinar or lecture, perhaps even in partnership with Wellesley Public Media.

C. Building Updates

Mr. Wilson presented updates on three projects on the building: the kitchen study by FMD, the IT closet, and a fence surrounding erosion-prevention vegetation behind the TPC. Mr. Parker asked Mr. Wilson to reach out to FMD as soon as possible.

V. Nominating Subcommittee

Mr. Parker mentioned that there were two positions to be filled on the subcommittee. Ms. Trumbull, Ms. Ferrante, and Mr. DeFazio have offered to help with some of this work.

VI. Upcoming Board and Staff Events

A. Regular Board Meetings

Mr. Parker proposed August 25 for the next board meeting. This would allow for a possible introduction with the potential new Director, Bob Connors.

B. Board and Staff Get Together

After discussion the Board decided that August 29th will be the date for a staff and Board get-together, and hopefully include an introduction to Bob Connors, the Director-elect. The board members concluded that they should remain open for that week in order to coordinate a gathering.

C. Board Retreat

Mr. Parker mentioned that they would like to speak with our new director in September about Board plans for a retreat.

VII. Reports/Updates

A. Director Update

Mr. Parker mentioned that Bob Connors has accepted a conditional offer. The final processing of specific salary, benefits, physical, etc., should conclude this next week.

B. Expansion Working Group

The expansion working group met on July 22. Opportunities discussed by Mr. Wilson included two open luncheons occurring in partnership with Wellesley Neighbors (patrons paying for their own lunch) and a planned celebratory TPC 5-year anniversary luncheon on October 21st. Ms. Vogel asked if the dues required for joining Wellesley Neighbors would affect the COA's patrons, and it was clarified that it would not.

Mr. Wilson mentioned the Health Fair happening at the Tolles Parsons Center October 13th. Also discussed were cushions for more comfortable seating for movies, the building hours when programming extends outside of normal hours, and the capacity of the multipurpose room. Mr. Wilson will investigate the capacity of the multipurpose room. Additionally, Ms. Vogel asked about the status of the new bus, and Mr. Wilson said the COA was next on the waiting list for a vehicle.

C. Outreach Working Group

The group discussed using the census for additional outreach purposes. Mr. Wilson is investigating a shared email inbox for the Board as well as a sustainable Facebook login. Additionally, it was reported that Mr. Parker is working on plans for the Board retreat.

VIII. Old Business/New Business:

Matters not anticipated by the Chair at the time of posting

No matters were discussed.

IX. Next Meeting Dates/Times:

COA Board meeting Thursday, August 25, 2022 at 4pm (possibly online via Zoom).

X. Adjourn:

A motion was made by Marlene Allen and seconded by Kathleen Vogel to adjourn the meeting. The motion passed unanimously, 10-0, and the meeting was adjourned at 5:17pm.

Approved at the August 25, 2022 meeting.