

COA Board Meeting Minutes  
February 8, 2024  
9:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Carol Maloof, Anne-Marie Gagnon, Andrew Lizardi, Brooks Corl, Kristi Christman, Lisa Kirby

- The **minutes of the January 11th** meeting were accepted.
- Anne-Marie **presented to the Select Board** on Monday regarding the plans for the upcoming year. The Senior Center has requested **flat funding** for the next fiscal year with the purpose of using the next year to fully understand needs and opportunities to improve service to Seniors. The Center just became fully staffed in November, and we need time to absorb the effects of full staffing and a full slate of board members. Anne-Marie will present to the Finance Committee February 15<sup>th</sup>.
- The town report to **Massachusetts Elder Affairs** is due in the coming weeks and Anne-Marie is working on producing that report.
- There are peach-colored **surveys** being distributed to those who come to the center to solicit feedback on what is working well, what could be improved, and what changes would be requested.
- There was a discussion on board members wearing **name tags** in the center so residents know who to talk to about ideas.

#### Financial Statements

- Brooks Corl presented a position statement of the Friends of the COA as of January 31<sup>st</sup> and a calendar year 2023 revenue and expense log. Everyone was able to see how much The Friends contribute to each program run by the Center, and the level of donations.
- The first half of the State formula grant (\$15,834) was received in January. The second half is expected by the end of June.

#### Programs

- **Sew and Stitch** is quickly gaining traction as attendance is growing each week. There is discussion of moving the meeting into the larger program room to accommodate the growing number of attendees. There will be a request to the Friends group to fund 2 cutting tables for this group.
- Carol is looking to start **Mahjong** in the Spring. The working concept is 3 tables of 4 players per table. Carol is reaching out to the Millis community about donations of Mahjong sets, and is working through details on the purchase of 12 Mahjong cards (the cards change annually and come out in April).
- The program sub-committee is taking on coordination of **local day trips**.
- Plans are underway for an event in May to invite **new residents** to the Center and incorporate the **history of Millis** into this event. Jim McCaffrey is involved, and the historical society is going to be tied in. There will be presentations, lunch, and the opportunity to view the artifacts in Town Hall.
- There are discussions underway on how to keep **gym time** available to the Seniors **during July and August** when the recreation department runs camps.

- There will be a **Valentine's Day** lunch and a program around **St. Patrick's Day** as well as a special Bingo event called by the Girl Scouts.

### Transportation

- The State of Massachusetts reinstated 50% of the **earmark for a new car** (we will receive \$12,500). We are targeting a hybrid 4 door sedan. The Friends have committed to pay the balance of the purchase price after the earmark and trade-in value of the Chevy Cruz are deducted. This will happen before the end of the fiscal year (June 30<sup>th</sup>).
- The transportation sub-committee is setting up a meeting with the DPW to discuss **maintenance** of the vehicles – who is responsible for what type of maintenance and inspection activities.
- There will be a job posting for **1 or 2 new drivers**.
- We will use the bus and the van (and COA drivers) to transport folks to **Castle Island** on May 16<sup>th</sup>.
- We are still waiting for **blue license plates** for the vehicles.

### Communications

- The nomination form for the **Lansing Millis Legacy** award is available on the town website and an email was sent from town hall announcing the forms are available. The branch manager of Middlesex Savings Bank and Chief Barrett have agreed to be on the selection committee for this award. Deadline to submit nominations is April 5. Nominations can be emailed or dropped off in the Senior Center.
- Anne-Marie continues to work on the **COA brochure**. Everyone should look it over and provide feedback.
- Beginning in July **printing of the newsletter** will be turned over to LPI. LPI will solicit advertisers for the newsletter and in exchange they will pay for the printing. We will still be able to use the non-profit postage stamp and will save about \$5,000 a year in printing costs.
- We would like to highlight the work Lisa Kirby does in the Center with **outreach in a video segment through Millis Community Media**.

**May is Older Americans month** and we have the Lansing Millis Award and the new resident/history of Millis event to commemorate the month. **June is Pride Month** and we will be working on ideas to acknowledge that celebration.

### Action Items:

Elizabeth – work with Lisa and Anne-Marie on a video segment on outreach work done in the Center  
 Anne-Marie – bring name tag options to the next board meeting

Next Meeting – March 14, 9:00 AM.