

COA Board Meeting Minutes

August 31, 2023

09:00 AM

In Attendance: Bert Lannon, Helen Daly, Meredith St. Sauveur, Elizabeth Derwin, Joyce Boiardi, Bill Brown, Anne-Marie Gagnon.

- The minutes of the August 14th meeting were accepted.
- Bert Lannon was unanimously elected **Vice Chair** of the board.
- The position for **Senior Services/Outreach Coordinator** has attracted some candidates. One person had a first interview and is being invited back for a second interview. There are other first interviews being set-up.
- **Reconfiguration** of the center has begun.
 - Two cubicles have been delivered and will be set-up in front of Anne-Marie's office. Also, plexiglass will be installed in that area to better define the space as office area.
 - There is work being done to remove the furniture in the dining area and the office currently housing HESSCO and the department assistant. Round tables will be set-up in place of the current furniture. We are looking for the right chairs (vinyl with arms that stack). Meredith mentioned the round tables at the Medway Senior can fold into rectangular tables offering flexibility.
 - The office where HESSCO and the department assistant are now will become a multi-purpose room. There will be light, flexible fold-down tables in that room and movable vinyl chairs. The desk in that office will be moved to the elevator entrance (it has a COA identifier on it). This will make that space more welcoming and let people know they are in the Senior Center.
 - Candy's corner will move to a section of the now dining space.
 - There is a possibility to expand into the area at the far end of the hallway on the left in what was a youth center. Discussions are beginning on that topic.
 - TV in the large programming room now works as a TV (used to just be a monitor).
- There is a group from the Center that goes to Medway for breakfast on Wednesdays. The Medway group inquired if Millis could take on a **meal on Mondays** (either breakfast or lunch). This is something for us to think about.
- There is a social committee at **the Glen** and it's been recommended that we set up a Meet & Greet there to introduce Anne-Marie and the COA Board. Early evening is the recommended time. We will discuss this in September.
- We feel we need **better signage** outside to let people know where we are. We have the *Experience Matters* sign, but it does not say COA (says Millis Senior Center). The new sign for the Tribute Garden might help. Also, there is a yellow vinyl sign that says COA that we might be able to use.
- **Bingo** attendance is growing and it seems moving it to the larger program room makes sense. Also, the **Rummikub** group is going to start meeting weekly on Mondays.

- It is becoming more difficult to store the **Lovin' Spoonfuls** delivery from Monday when it arrives to Tuesday when it's distributed. The suggestion is to change the distribution day to Monday so it does not need to be stored. Also, we might have to take a lesser amount of food with each delivery.
- Anne-Marie is **hosting a coffee** for anyone in town Wednesday September 6th at 9:00. It's a chance for people to meet her and offer ideas or ask questions.
- The Senior Center **Facebook page** is active again and Anne-Marie is the administrator.
- We are recording a quick (5 minute) **video introducing Anne-Marie** to the town today. It will be available on all of Millis Community Media platforms, and we will provide a link on the COA Facebook page.
- We discussed the potential **new building at the Tri-County school** and the impact to taxes. We agreed the COA can play a role in educating seniors on this project and the financial impact. We can show the recording of the August 30th Finance Committee meeting, and we might set-up a fact-based information session that seniors can attend.

Action Items

Anne-Marie – check with Jim McKay on Tribute Garden sign

Anne-Marie – check with town administrator's office on outside signage

Bill – talk to Paul about distributing Lovin' Spoonfuls on Monday when it arrives rather than Tuesday

All – explore what type of chairs and tables are best for the Center

Next Meeting – September 14, 9:00 AM.

Preliminary agenda items:

1. Review Mission statement

Mission Statement:

The Millis Council on Aging seeks to enhance and enrich the quality of life for our residents aged 60 and older, by providing programs and services that promote independence, healthy living, and social engagement. In Millis, seniors should be a valued and respected part of the community; lead active and independent lives; and live safely in their homes for as long as they choose. The town's outreach staff is housed within the Senior Center coordinating social services to all residents, regardless of age.

2. Review subcommittees (what are the right subcommittees, membership, leaders)
 - Transportation
 - Programming
 - Marketing & Communications
 - Physical Space and Daily Operations
 - New Senior Center

- Finance
- Town and State Government

Reaching out to others not on the board to join the subcommittees