

COA Board Meeting Minutes
December 14, 2023
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

- The **minutes of the November 9th** meeting were accepted with two minor changes.
- Beginning in January, Brooks will present a **profit and loss statement from the Friends** of the COA at our meetings. He will compile a 2023 report and present that at the February meeting.
- Meredith and Joyce will attend **next week's Friends of the COA meeting** (December 20) to explain upcoming funding requests.
- Anne-Marie has researched many **table options** and has chosen the best ones for the center. They are round shaped with folding sides that can turn them into rectangular shape. She is looking to order 10 of these tables and split them between the drop-in room and the gathering spot in front of the offices. **Arm-chairs** are also needed, and will be researched in the new year. This will be a topic at next week's Friends of the COA meeting.
- There is the possibility to use a volunteer to **help plan the space for the new program room**, including the correct cabinets or other storage space. In January a meeting will be set-up with the volunteer to discuss the space.
- The sewing group is going to take on a **stuffed bear project** with the completed bears going to hospitals, shelters, or other places that can make the best use of the bears. They are also going to work on layered bibs.
- A **new exercise class** (dance fusion) will begin in January. We will now have at least one exercise class in the center every day.
- 80 people are scheduled to attend the **Holiday Party** sponsored by the Police and Fire departments December 20th.
- In the New Year we will discuss using the **kitchen for cooking sessions**. It must be coordinated with HESSCO.
- On December 21st the Fire Department will deliver **left over gifts** from their donation program and seniors can choose items for their grandchildren.
- The Lions Club is going to host a **Craft Fair** in the Fall of 2024, and the Senior Center will use that activity to sponsor a table of crafts (made during center programs) for sale through the Friends of the COA.
- A question was posed about **age requirements to attend programs** in the Center. The Center exists for people 60 years of age and older. Younger people can attend as a guest of a senior.
- In February/March we are going to hold an **Open House for new Seniors in Town**. We would like to wrap that around a guest speaker on the history of Millis and include a meal.
- Update from the **transportation committee**:
 - decision to use the state grant for a new vehicle on an **AWD 4-door Toyota Camry**. The Friends have also been planning to help with this purchase. Anne-Marie will find out the mechanics of this purchase with the town administrator. Plan is to trade in the Chevy vehicle.
 - The best way forward on **registering vehicles** is to change to blue plates and get a handicapped decal for the back of the vehicles (rather than having handicapped plates).

- If individuals being transported have a **handicap placard**, they will be encouraged to bring those on their rides.
- Rochelle is starting to keep **maintenance records** on each vehicle that will be easily accessible and will be used to highlight when maintenance is needed.
- Beginning January 11, the **van will bring residents of Kennedy Terrace** to the Sr Center the 2nd Thursday of each month for Bingo.
- Update from the **Communications committee** – we recorded the session with the Norfolk County Sheriff's department and will post it to Millis Community Media, and the COA website. We also discussed using a different company to produce the newsletter (to include advertising) to save on the monthly newsletter cost. Next discussion item: is there a group of residents we should mail the newsletter to even if they did not subscribe (perhaps everyone over a certain age). Also, development of a brochure to explain the services of the center and making the Resource Guide available in printed format.
- Last May was the inaugural **Lansing Millis Service Award**. This year we want to add a nomination process, and a selection committee. We will present the award in May (Older Citizens month). Elizabeth and Bert will lead this process.
- The COA budget is due January 12th, and the meeting on the budget proposal with the Select Board is Monday February 5th.

Action Items:

Anne-Marie – discuss with town administrator actions for purchasing a new car

Anne-Marie – contact Jim McCaffrey about a History of Millis keynote for the New Resident open house

Anne-Marie – approach local newspaper about the nomination process for the Lansing Millis Service Award

Elizabeth – draft a proposal on the nomination form for the Lansing Millis Service Award

Next Meeting – January 11, 9:00 AM.