

## Council on Aging Minutes

July 19, 2022

**Meeting called to order at:** 1:03PM

**Attendance:** Deb Lanou, Jim Whitcomb, Frank Froment, Tony Stavely, Judie Tate, Betty Whitcomb, Colleen Letourneau (Meg Livingstone - absent)

**Minutes:** Deb Lanou stated that the first order of business was to review the minutes. Judie made a motion to accept the minutes. Jim seconded the motion. The minutes were open for discussion. All were in favor and the minutes were accepted/approved unanimously.

**Treasurer's Report:** Tony and Betty worked on the report together. The \$14.56 mileage was not yet deducted by the town. The \$6.00 revenue discrepancy was duly noted in the July spreadsheet. Starting in July, the Town's figures will match the CoA budget and reflect the higher salary grade. Tony explained that the original line item budget for the Director salary was at a lower grade which explains the negative number. The town reconciled the budget. The 2023 budget will reflect Colleen's salary at the correct level. Frank made a motion to accept the treasurer's report and Judie second the motion. Deb Lanou asked if there was any discussion. All were in favor. The treasurer's report was approved unanimously.

**Chair's Report:**

**Revisit Board position votes:**

The first item on the agenda was to revisit the Board position votes to allow for discussion. Tony approved the board slate. Jim made a motion to approve and Debby seconded the motion. Deb Lanou opened the topic for discussion. Debby Wiesen Kelly requested that the Secretary title be amended to Interim Secretary to reflect her intention to take on this role on a temporary basis. The officers were nominated one at a time. Jim mentioned that we needed to wait 6 months to join the board. The wait time is not in the bylaws.

Deb Lanou, Chair, nominated by Tony and Frank seconded the motion. There were no other nominations. There was a motion to close by Judie. Betty seconded the nomination. All were in favor. The nomination passes.

Jim Whitcomb, Vice Chair, nominated by Frank and seconded by Betty. Betty made a motion to close the nomination. Frank seconded the motion to close the nomination. There were no other nominations. There was no discussion. All were in favor. Nomination passes.

Betty Whitcomb, Treasurer, Frank nominated Betty. Jim seconded the motion. There were no other nominations. There was no discussion. All were in favor. Nomination passes.

Debby Wiesen Kelly, Interim Secretary, motion to approve the nomination by Judie. Betty seconded the motion. There was some discussion about dealing with a temporary appointment. Frank offered to temporarily take on the position until December. All were in favor. Nomination passes.

There was a motion to close the nominations and vote for the slate of officers by Judie. Seconded by Jim. All approved slate. Zero apposed.



**By-laws and policy:**

Deb shared a document/chart that outlined the changes to Policies and Procedures for the Northfield Council on Aging and Bylaws for the Northfield Council on Aging. The Board reviewed Article I-Article III. This document shifts items to bylaws. The special Town Meeting required to approve bylaws scheduled for September got cancelled. The Special Town meeting may be in October and the CoA bylaws will be added to the agenda. Frank discussed his concern about completing the CoA bylaws because MCOA was scheduled to roll-out updates in July. Tony asked why the change from policy and procedures to bylaws. The CoA can make changes to policy and procedures without Select board approval, but need the select board to update bylaws. The CoA bylaws are required. Colleen gave Deb a sample of MCOA Bylaws. (A new format helpful to change Policy and Procedure to Bylaws as part of Colleen's manager's packet. Judie said we should have bylaws. Frank discussed the 2014 change from Policy and Procedure to Bylaws. Bylaws go to the Select Board and changes can only happen annually. Policy and Procedure can be changed at board meetings.

Article I – correct spelling of establishment, Northfield, MA pursuant

Article II

- a. Tony mentioned that we should define “designated population” – The basic purposes of the Council are: to identify the total needs of citizens ages 60 and over (want to remove the word elderly)
- b. Change “these” needs
- c. No change

Article III – All postal mail shall be delivered to this address unless another shall be specified by the Director of officers for the council. Email shall be addressed to the current official Senior Center.

Judi said to stop at Article III.

Frank made a motion to accept Articles I, II, III. Jim seconded the motion. The motion was passed unanimously.

Frank noted that the Policy and Procedures is a living document. He gave an example of creating a new policy manual that includes code conduct.

**Community Preservation Committee:** CPC update from Deb Lanou - reported that the last meeting was canceled. They plan to meet in August.

**Director's Report (Colleen Letourneau):**

Retired Senior Volunteer Program (SVRP) – Pat Sicard, Volunteer Manager presented this program to the CoA Board. The program serves Franklin, Hampshire and Hampden County with 500 volunteers in 60 different service organizations. RSVP is a Federal AmeriCorps Seniors program sponsored by Community Action in Pioneer Valley. They assist people over 55 find meaningful volunteer positions to match their interest and experience. Some benefits of the program: mileage stipend (\$15.00 per month if you drive between 25 and 75 miles monthly – payment \$45.00 quarterly), monthly newsletter, Volunteer Handbook and Annual Volunteer Recognition event (September 14<sup>th</sup>). The volunteer needs to complete the RSVP Information Form and submit. It is importance to include your Driver's License number and



Date of Birth on the form. Pat connects volunteers to a site. Try it out and decide. After the volunteer starts the project she/he submits their monthly hours to Colleen. Healthy Bones and Balance is a wonderful class sponsored by RSVP. Another opportunity through RSVP is *Experience on Call*: this program utilizes episodic volunteers. The volunteer may only be able to work few hours per month. Pat matches these volunteers to a specific project such as Scottish Festival, Cancer Connection Walks or Chocolate Run. Several people completed the form during the CoA meeting.

Senior Center Update: The art teacher, Ginny Rockwood plans to offer monthly art classes. (The first class, Cyanotype Workshop was a great hit.) We planning to offer new art classes and music. The planning for the concert series - Big Yellow Taxi Concert of July 29<sup>th</sup> and The 60's Experience Concert on August 12th held in the Northfield Golf Course Event Tent is well underway. The calendar is filling up with new activities. The Triad group keep bringing treats. Judie suggested that we offer another meal (breakfast) and to try it as a pilot program. Debby Wiesen Kelly will submit the next Meet Your Board Member article. Meg will submit her article in September. Friends – October.

**Legislative update:** Legislative news discussed holding fully remote meetings. CoA will continue meeting in-person.

**Neighbors at Home:** Nancy Ames is the next President after Tony steps down. Judy Wagner is the Clerk and Betty Whitcomb is the treasurer. Plan to do a membership drive to recruit new members, specifically 50 or older to join. Some volunteer and then become members. Working on document to describe services offered and to announce new number in upcoming newsletter. Ask Nancy Adams to designate member from Neighbors to join and attend CoA meetings.

**Other items:** Discussion about lack of board members. Frank mentioned we can have 7 members not 11. Deb Lanou says she always talks to people about joining the board.

Motion to adjourn by Jim. The motion was seconded by Tony. Meeting adjourned at 2:28pm.

Respectfully submitted by: Debby Wiesen Kelly  
Interim CoA Secretary Debby Wiesen Kelly

Approved by: Debra Lanou  
Chair CoA Debra Lanou