

**Council On Aging Board Meeting  
Grace Gouveia Building  
January 4, 2001**

The following minutes are available on-line as a service and are not the official record due to changes in formatting for the Internet. The minutes may have attachments that are not included here in this format. The official, complete paper copy can be viewed during regular office hours, Monday - Friday: 8 a.m. to 5 p.m. in the Office of the Town Clerk, 260 Commercial St. Provincetown, MA 02657.

**Members Present:** Anita Berman, Ray Sparks, Brunetta Wolfman, Patrick Manning, Gladys Johnstone  
COA Director - Diane Corbo

**Chairman opened the meeting at 2:36PM. Minutes of previous meeting read, and with corrections approved as amended.**

**ELECTION OF OFFICERS:**

Board discussed when Election of Officers should be held. Discussion focused on if Election of Officers should take place at the beginning of the year or after Town Meeting. The Board decided by majority to hold Election of Officers in May after Town Meeting.

**DIRECTOR'S REPORT:**

- A. Director reminded Board members that all COA activities and bus schedules are canceled when the Provincetown Public Schools are closed for weather reasons. .
- B. Director updated Board regarding the janitorial situation that occurred while the janitor for the COA building was/is on vacation. DPW arranged for the trash to be picked up but no cleaning. The Director received numerous complaints from Seniors regarding the dirty bathroom. The Board discussed the need for DPW to cover all janitorial duties at the COA building whenever the janitor is not going to be on the job for any extended length of time.  

**Motion by B. Wolfman for COA Board to write a letter to DPW Director regarding the need for janitorial services, especially cleaning of bathroom and kitchen, whenever full-time janitor away, seconded by P. Manning,  
Motion passed unanimously**
- C. Director informed Board that COA Senior Aide Tanya Leighton now has a Senior Radio Show on WOMR on the 1<sup>st</sup> Monday and 1<sup>st</sup> Thursday from 12:30 to 12:45 every month.
- D. Director will be on vacation February 23<sup>rd</sup> to March 19<sup>th</sup>.

**FRIENDS REPORT:**

Spent \$220.00 on Education, \$341.00 on Senior Events and \$333.00 on Holiday Events.

**Motion by R. Sparks to accept Report of the Friends, seconded by P. Manning,  
Motion passed unanimously**

**OLD BUSINESS:**

- A. Board asked Director if High Tea would have a negative impact on Souper Tuesday since both activities will be on the same day. Director discussed with Board the need to utilize the COA building fully. The Director believes the building should accommodate several activities per day.
- B. Board member R. Sparks updated Board regarding outside lights for the COA building. DPW claims that outside lights on a timer, Board does not agree. R. Sparks will follow up with DPW.
- C. Board member B. Wolfman requested that a review of the Board's Annual Goals be on the May Board meeting agenda.

**NEW BUSINESS:**

- A. Director informed Board that a new exercise treadmill is needed. Director suggested that duplication of exercise equipment be offered free to seniors via the newsletter. Board supported the Director's suggestion.
- B. Board discussed the issue of inadequate heat in some of the rooms of the COA building as well as the front hall fire door not being air tight. R. Sparks to bring this issue to the DPW.
- C. A. Berman asked B. Wolfman for an update on naming the COA newsletter. B. Wolfman informed the Board that Seniors have verbalized not changing the name of the newsletter.

- D. COA will be closed for MLK Jr. holiday.
- E. B. Wolfman reminded members that their role as Board members is one of advisory to the Director. Therefore, any and all issues a Board member has should be brought to the Director and not addressed directly with staff and or others.

**MISCELLANEOUS:**

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- A. B. Wolfman informed Board that she will not be able to attend the February Board meeting.
- B. A. Berman informed Board that she will not be able to attend the February and March Board meetings.
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**Motion made to adjourn at 3:30PM. Unanimous.**

**Next meeting February 1, 2000 2:30PM**

**Respectfully submitted,**

**Patrick Manning**