

**Council On Aging Board Meeting  
Grace Gouveia Building  
September 6, 2001**

**Members Present:** Brunetta Wolfman, Roberta Elliott, Patrick Manning, Gladys Johnstone,  
Diane Corbo - COA Director

**Members Absent:** Anita Berman, with excuse; Ray Sparks, with excuse

**Friend's Present:** Irma Aho, Vernon Wilson, Marge Perry

**Guest:** Dennis Anderson, Cape End Manor

**Chair opened the meeting at 2:41PM. Minutes of August meeting read, and with corrections approved as amended.**

**DIRECTOR'S REPORT:**

- A. The Director informed Board that on Monday 9/10/01 there would be a Public Hearing regarding the future of the Cape End Manor and encouraged Board members to attend.
- B. The Director reminded the Board that she has previously requested the Board to consider assigning each Board member to oversee specific COA task; ie: cushion rentals, capital campaign and fundraising. The Director asked the Board to consider this request and act on it soon.
- C. The Director informed the Board that there will be 3 COA Board positions up for appointment at the end of the year. The Director suggested that Board members begin to discuss future Board members.
- D. The Director informed the Board that she will be attending a convention the week of October 18 to 26.
- E. The Director informed the Board that she will be on family leave next week.

**GUEST:**

Dennis Anderson, Cape End Manor presented the Board with an update regarding the future of the Cape End Manor. D. Anderson provided the Board with the history of the Cape End Manor. D. Anderson informed the Board that the Public Hearing on Monday regarding the Cape End Manor would have a specific focus on a possible new site for the CEM.

**FRIENDS REPORT:**

- A. The Friends bake sale on Labor Day weekend, Saturday September 1<sup>st</sup> at the Fire House raised \$740.00 with an additional \$50.00 in Cookbook sales.
- B. The appeal mailed with the new brochure already raised \$100.00.
- C. The Cookbook sales at the A&P has raised \$161.00.
- D. The COA Friends were the benefactor of a Volleyball Tournament that raised \$475.00
- E. There were no significant expenses this month.

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

**GOAL & OBJECTIVES:**

The Board reviewed and discussed the Goals & Objectives of the COA Board

**A. Outreach:** The Board has done well in the past year. The new brochures have been sent to all Town Departments, Human Service Providers and in the Community. Board discussed sending the brochure to; Town Hall, Police Station, Doctor's Offices and other COAs. Board and Friends will distribute to local churches; M. Perry- St. Peter's, G. Johnstone- St Mary's and Methodist, B. Wolfman- U.U.

**B. Programs Advertisement:** The COA has provided numerous programs and activities that are published monthly in the COA newsletter. G. Johnstone informed the Board that she has attempted on several occasions to have the Banner update their Calendar of Events without success. The Board discussed accessing all free public announcements and advertisements.

**C. Current & Future Programs:** The Board discussed and agreed that all current programs are well attended and should continue. The Board discussed possible new Programs; making floral center pieces, Tia Chi, needle point, knitting and possible Bridge during the day. The Board discussed the possibility of offering ethnic cooking and baking during the winter.

**D. Annual Appeal:** V. Wilson informed the Board that as new coordinator for the Annual Appeal was needed. Board discussed the importance of the Annual Appeal and shared their grief at the loss of Dick Snell who had always coordinated the Annual Appeal with such grace and charm. The Board discussed the numerous tasks involved in the Annual Appeal and agreed to discuss the Annual Appeal in depth at the next meeting as an agenda item.

**E. Volunteers:** The Board discussed the need of a volunteer to act as a volunteer coordinator. The COA is always in need of volunteers and a coordinator could provide the specific focus of all volunteer needs; recruitment, training and appreciation of.

**OLD BUSINESS:**

- A. The Board postponed discussion of inviting the Town Manager and the Board of Selectmen to meet with Seniors until after the Special Town Meeting.
- B. The Board postponed discussion of the outdoor lighting at the COA building until Board member R. Sparks is present.

**NEW BUSINESS:**

No New Business

**MISCELLANEOUS:**

No Miscellaneous \_\_

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**Motion made to adjourn at 4:10pm. Unanimous.**

**Next meeting October 4, 2001 2:30PM**

**Respectfully submitted,**

**Patrick Manning**