

Wellesley Council on Aging
Board Meeting
November 16, 2015

Location: Garden Room, Wellesley Community Center

In Attendance: Miguel Lessing, Diane Campbell, Thomas Kealy, Sr. Alice McCourt, William Murphy, Shirley Quinn, Dianne Sullivan, Terri Tsagaris
Associate Members: John “Jack” Cross, Lisa Heyison, Penelope Lawrence, Frederick Wright
Staff: Gayle Thieme, Linda Clifford
Absent: Sandra Budson, Linda Cohen, Mary Dummer, Sheila Nugent

Call to Order: Miguel Lessing called the meeting to order at 4:00pm.

Citizens' Speak: None came to speak.

Communications Committee: Lisa Heyison provided an update. The committee is looking at written materials currently provided by the COA. They would like to add a “welcome” brochure, and a “policies and procedures” document for new participants, similar to a booklet developed by the Needham COA. The committee’s goal is to complete these materials by February. The committee is also discussing establishing a social media and internet presence. Fred Wright is exploring the potential for an intern at either Babson or WHS to assist with TPC PR project, but this project will also need part-time help to develop and maintain. Gayle Thieme reported the Town’s IT department has already given its blessing for COA to have an ancillary website that can be linked to the COA webpage on the Town website. Lisa reported the Dover COA is a good example of having a user-friendly internet presence. Younger seniors and people under age 60 are more frequently turning to the internet as a source of information. Jack Cross has been in contact with the Wellesley Townsman regarding changing the name of the “Senior Neighbors” section in the newspaper (content is submitted by the COA). The committee's established priorities are: the two brochures, determining how best the COA can disseminate information to the general public, updating current materials and creating/developing an online presence. The next committee meeting is on 12/1/15 at 9:30am.

Minutes: Diane Campbell called out for a motion to accept the minutes of the October 19 Board meeting and Bill Murphy seconded. The motion passed and the minutes were unanimously accepted.

Chair – Miguel Lessing

- Board status - the Board will remain at nine voting members for remainder of this year and will operate with two vacancies. Shirley Quinn will be moving out of Wellesley by year's end and the nominating committee will convene at that time. Also, the nominating committee and Board executive committee have agreed to not add additional associate members at this time (will remain at seven members). The Leadership Advisory Committee is on hold.
- Strategic initiatives and committee updates - Terri Tsagaris leading the TPC initiative to prepare for a Town-wide vote. Tom Kealy is leading the enrollment initiative. Gayle Thieme will provide update on data use. Diane Campbell is resuming work on COA by-laws. The focus remains on the top five strategic initiatives voted on by the Board at the July retreat and on-going work by Board committees is in concordance with those strategic initiatives.
- The next Board meeting that was scheduled for December 21 was rescheduled to December 14 (now moved to January 4, 2016).

Director's Report – Gayle Thieme

- Linda Clifford has been promoted to Assistant Director of Senior Services; the Health and Social Services Administrator position is currently vacant and the job posting is open for one more week. Over 60 applications have been received.
- Review of upcoming COA programs and events as well as the dates the COA will be closed for Thanksgiving, Christmas and New Year's.
- Enrollment update: some fitness classes have been oversubscribed for the Nov/Dec session. Only some classes will be eligible for "2 for 1" promotion that is being planned for Jan/Feb. An additional class will likely be added as well.

FY 2017 Operating Budget: Treasurer Tom Kealy presented the budget to the Board. Not including the WCC rent increase, the budget is within the 2.5% guideline. At this time the FY 2016 department spending is projected to have a 14K expense surplus. Terri clarified these can be spent on TPC advocacy while in "pre-campaign" mode, however once a formal campaign committee has been formed, then town monies cannot be spent. Personal Services is also under spent for FY 2016 due to hiring delays and will be turned back to the general fund at fiscal year end. Tom presented information regarding the estimated facility costs (WCC vs. TPC) calculating the overall savings to the Town to be approximately 30%. Fred Wright suggested the Board ensure an Advisory member is assigned to liaise with the COA due to the likely TPC town meeting vote next April. Tom called forth a motion to the Board to accept the presented budget. Terri Tsagaris seconded the motion. The vote passed unanimously.

Update on data use: This agenda item is postponed until the next meeting.

Old Business: None.

New Business: Fred explained that the ZBA is the phase of the permitting process that will result in an occupancy permit for the final TPC building. The first ZBA meeting is scheduled for 11/19/15 and there are plans for COA supporters to attend. This process likely will take two meetings, currently unclear when the second meeting will occur.

Meeting adjourned: Miguel Lessing adjourned the meeting at 5:41pm.