

Wellesley Council on Aging
Board Meeting
April 25, 2016

Location: Garden Room, Wellesley Community Center

In Attendance: Miguel Lessing, Diane Campbell, Thomas Kealy, Sr. Alice McCourt, William Murphy, Dianne Sullivan

Associate Members: Mary Dummer, Penelope Lawrence, Sheila Nugent, Frederick Wright

Board of Selectmen Liaison: Marjorie Freiman

Staff: Gayle Thieme, Linda Clifford, Cynthia Sibold (until 5:00pm)

Absent: Sandra Budson, Terri Tsagaris, John "Jack" Cross, Lisa Heyison

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

Citizens' Speak: None.

Gayle Thieme introduced Cynthia Sibold as the new Volunteer Coordinator for the Council on Aging. Cynthia started on March 10.

Approval of March 21, 2016 meeting minutes: Tom Kealy called out for a motion to accept the minutes of the March 21 meeting and Bill Murphy seconded. Dianne Sullivan suggested editing one sentence in the "Summary of Visit to Andover COA" section to clarify the wording. The motion passed with the suggested amendment and the minutes were unanimously accepted.

Director's report – Gayle Thieme

The new COA brochure is completed – copies were distributed to Board members and are also on display at the COA office. A PDF copy will be uploaded to the COA website.

A proposed increase to the dollar amount for EOEI formula grant for FY 2017 has successfully passed the Massachusetts House Ways and Means committee. There will be additional opportunities for advocacy on this issue as it progresses.

The COA will participate in "Wellesley's Wonderful Weekend" annual parade to be held on May 22.

Tolles Parsons Center (TPC) updates – Diane Campbell

Diane reviewed the tasks that are still in need of volunteers, including sign holding at the RDF and Roche Bros., upcoming mailing parties, and attending the League of Women Voters forum on May 4. Palm cards have been produced and are being printed. The School Committee is approving a letter expressing support for the project. Fred Wright suggested any future letters to the Townsman include the campaign committee website address.

Discussion/Planning for TPC upgrades – Miguel Lessing

Decisions on interior paint colors and furniture styles are still to be determined. Mary Ann Cluggish has been invited to the May board meeting to describe her experiences with the interior paint colors and furniture and fixtures selection decision making process and fundraising.

Professional Development Draft Policy

Dianne Sullivan drafted a policy on professional development for COA employees. The Human Resources department has a policy addressing tuition reimbursement and not broader staff development at conferences, workshops and seminars. Questions and changes were suggested and a revised draft will be issued in advance of the May board meeting that considers the questions and comments discussed at today's meeting.

900 Worcester Street updates – Miguel Lessing

Miguel has been representing the COA on the 900 Worcester St. committee since 2012. Three bids received in response to the original RFP were rejected due to financial related concerns and in one case, lack of a pool. A revised RFP was issued that addresses concerns raised by the initial bids. Bids are to be opened on April 29, and it is currently unknown how many new bids will be received. A potential project may be presented at Special Town Meeting in fall 2016.

Marketing/Consulting update – Miguel Lessing and Gayle Thieme

5 vendors were approached resulting in 2 bids submitted. Two of the vendors decided to collaborate and submit a joint bid. Final pricing quotes should be received by next week, and the Board may approve at the May meeting.

Plans for year-end & schedule purpose of COA Board meeting 2016-17 – Miguel Lessing

The Board will hold meetings in July and August, continuing the practice started last year. June's meeting will be focused on the Board's strategic plan for the next two or three years and the goals for the next year.

It was suggested that the July's meeting include a board's self-evaluation of FY16 session. Sr. Alice McCourt suggested the self-evaluation happen prior to July so that any current members who may be leaving the Board will have the opportunity to participate. Diane Campbell suggested it be added to the May meeting agenda. The suggestion of having a celebration and honoring past members in September's was found to be inadequate and will be advanced to closer to the FY ending.

Old Business:

The COA Welcome/Policies brochure is still in progress. A draft version will be brought to May meeting.

New Business: None.

Next Meeting: Monday, May 23, 2016 at 4:00pm.

Meeting adjourned: Miguel Lessing adjourned the meeting at 5:48pm.

Minutes prepared by Linda Clifford