

**Town of Wellesley  
Council on Aging  
Board of Directors Meeting Minutes  
Tolles Parsons Center  
February 16, 2023 @ 4 pm**

**PRESENT**

Tony Parker, Chair; Susan Rosefsky, Secretary; members Marlene Allen, Tory DeFazio, Lori Ferrante, Cynthia Sibold, Dianne Sullivan, Kathy Trumbull and Tina Wang; Director of Senior Services Deb Greenwood; and Health and Social Services Administrator Kate Burnham, Bill Schauffler. **Absent:** Kathleen Vogel

**CALL TO ORDER**

Chair Tony Parker called the meeting to order at 4 pm.

Ms. Rosefsky announced the meeting is aired live on Comcast channel 8 and Verizon channel 40 and will be available on demand the following morning. When two meetings are being held simultaneously, the second meeting will be live on Comcast channel 9 or Verizon channel 39. Meeting agendas are posted on [wellesleyma.gov](http://wellesleyma.gov) at least 48 hours prior to the meeting, and protocols for participating in Public Speak appear within the agenda.

**PUBLIC SPEAK**

No one was present for Public Speak.

**APPROVAL OF MEETING MINUTES**

Upon a motion made by Kathy Trumbull and seconded by Susan Rosefsky, the Board **unanimously VOTED** to approve the minutes of January 19, 2023 as presented.

**DIRECTOR'S REPORT**

Ms. Greenwood was pleased to present her first Director's Report to the Board with the following highlights:

Ms. Greenwood reported that event participation has significantly increased from pre-pandemic to present. She reviewed the sign-in procedure for the center as well as for specific programs.

## Finances

**Revolving Budget Update.** Ms. Greenwood reported that the COA's Revolving Fund 28 has a negative balance due to underperforming center programs, the continued funding of free pilot programs that most likely should have been discontinued, as well as other issues. In a meeting with Sheryl Strother, the Town's Finance Director, it was recommended that \$10,000 be transferred from the EOE grant to cover current expenses as well as to keep the fund whole.

Board members asked clarifying questions regarding the proposed fund transfer including which pilot programs were paid through the revolving fund, and the costs included in the operating budget for this fund. Ms. Greenwood explained how revolving funds work and that all program costs should be covered by fees paid into the fund.

Dr. Wang asked about attendance at film sessions at the TPC. Specific numbers were not available, however Ms. Greenwood noted that film sessions are well attended.

After a discussion, upon a motion made by Ms. Rosefsky and seconded by Ms. Ferrante the Board **unanimously VOTED** to transfer \$10,000 into the COA's Revolving Fund to pay for outstanding expenses and make the fund whole. In addition, all free-of-charge pilot program expenses will no longer be included within this account.

## **Gift Donations**

Ms. Burnham recommended the acceptance of the following gifts:

<b><u>From</u></b>	<b><u>Purpose</u></b>	<b><u>Amount</u></b>
FWCOA	Community Bears Program	\$500.00
FWCOA	Chinese New Year Party January 2023	\$400.00
FWCOA	Valentine's Day Lunch Party February 2023	\$300.00
FWCOA	Simmonds Lunch January 2023	\$136.00
FWCOA	Coffee Subsidy January 2023	\$128.66
FWCOA	Lunch Subsidy January 2023	\$455.00
Anonymous	General Donation	\$6.00
Stan Pignone	General Donation	\$100.00

Upon a motion made by Ms. Sibold and seconded by Ms. Rosefsky the Board **unanimously VOTED** to accept the gifts as presented.

## **Operations**

**Meeting Space for Town Boards.** Ms. Greenwood informed the Board that since Town Hall is closing on March 1st, many boards and committees are looking for meeting space. IT Director Brian Dupont has developed a list of available meeting spaces including the Tolles Parsons Center and set up a system for reserving rooms. Ms. Greenwood is working with Town Hall representatives to accommodate the need for meeting space, noting many of the meetings are held in the evening and the Facilities Management Department will be arranging for custodial coverage as needed.

**Art Space in TPC.** The Town is working with “Art Wellesley”, a non-profit group of artists in the Wellesley area, looking for places to hang their artwork. Ms. Greenwood met with Art Wellesley representatives on January 23, 2023 to discuss the potential of providing space for art exhibitions within the Tolles Parsons Center. She reviewed with the Board the group’s proposal as well as discussed how space will be allocated between this artist group and work done by members of the COA through the center’s classes. It was noted that no additional cost will be incurred by the center in allowing art to be displayed. The Board thanked Ms. Greenwood for getting this process started. It has been a goal for the center for a number of years.

## **Personnel**

Ms. Greenwood reported the full time Assistant Director and full time Office Assistant positions remain open. Some initial screening of candidates and some zoom interviews have been conducted. Filling these positions is a primary focus in the coming weeks.

Ms. Greenwood is also working with Human Resources to ensure all position descriptions are up to date and approved, and that all employees have a copy of their description in their personnel file.

## **Policies**

Ms. Greenwood discussed that the fitness center includes a COVID restriction that limits attendance in the fitness center to 4 patrons at the top of each hour. She is recommending more flexibility and reverting to a pre-covid limit in the fitness center of 6 patrons at the top of each hour.

In addition, there was a matrix created regarding the cost of fitness program sessions which is based on class length, rather than the instructor’s cost. Ms. Greenwood is recommending the rescission of this fee schedule and proposing a \$5.00 per class fee across the board. She believes that this will provide better budgeting for the revolving fund, better accounting on the number of participants needed to cover costs, and will reduce the number/chance of classes being canceled at the last minute.

After clarifying questions, upon a motion made by Ms. Rosefsky and seconded by Ms. Allen, the Board **unanimously VOTED** to approve the overall fee of \$5.00 per class for all classes held at the center, effective May 1, 2023..

The Board was in agreement with this proposal, however it was recommended that this change be revisited prior to the next budgeting season.

## **REPORTS/UPDATES**

### **Chair's Report:**

**Nominating Committee.** Mr. Parker informed the group that this committee is meeting on Friday, February 17th, to address the current vacancy on the Board of Directors, as well as upcoming vacancies and board leadership for 2023-24.

**Kitchen Working Group.** Mr. Parker indicated that Ms. Greenwood will be reaching out regarding participation in this group, however all members will have the opportunity to provide feedback. Mr. Schaffler reminded board members that a commercial kitchen required professional management and funding was a consideration.

**Strategic Plan Working Group.** Ms. Sibold will be coordinating an initial meeting on the strategic planning process including the approach, next steps, and whether work should be outsourced or done in-house.

## **OLD BUSINESS/NEW BUSINESS**

**Evening Hours for COA Patrons.** Ms. Allen discussed that one of last year's goals involving the Expansion Working Group recommended grant funds be used for any expansion that is proposed in FY24. This was primarily due to funding limitations. Since the building will now be open in the evening for other boards 'and committees ' use, there may be an opportunity to have the center open to its patrons who could use other areas such as the fitness center on the nights it is occupied for meetings. Since the custodial costs will be covered, it would require the use of building monitors in the areas in use by COA patrons. She indicated that the Recreation Department uses monitors (not regular staff) for their evening programs and the hourly cost is minimal. This could also be an opportunity for volunteer services. Ms. Greenwood will look into the process the Recreation Department uses in obtaining monitors and the cost.

**Participation in Wellesley's Weekend.** Mr. DeFazio announced Wellesley's Wonderful Weekend is scheduled for May 20 and 21st. The purpose of the weekend is to celebrate Wellesley's community. He asked if the Board is interested in holding an open house of the center during that weekend, similar to what was done last year. This topic will be included on next month's agenda.

### **UPCOMING MEETING DATES**

Next Regular Meeting of the Board: March 16, 2023 at 4 pm.

### **ADJOURNMENT**

At approximately 5:20 pm, upon a motion made by Ms.Ferrante and seconded by Ms. Rosefsky, the Board **unanimously VOTED** to adjourn.

Respectfully submitted,

Adeline Doherty

### **MEETING DOCUMENTS:**

- COA Board Meeting Agenda
- Director's Report - February 16, 2023

Minutes Approved March 16 2023