

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

PRESENT:

Tony Parker, Chair; Susan Rosefsky, Secretary; members Marlene Allen, Tory DeFazio, Lori Ferrante, Cynthia Sibold, Dianne Sullivan, Kathy Trumbull, Kathleen Vogel and Tina Wang (via Zoom); Director of Senior Services Deb Greenwood; Advisory Liaison William Schaufler.

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 at least 48 hours prior to the meeting, and protocols for participating in Public Speak appear within the agenda.

PUBLIC SPEAK:

Wellesley resident Jackie Wheeler, discussed her attendance at a strategic planning training..

APPROVAL OF MEETING MINUTES:

Upon a motion made by Mr. DeFazio, and seconded by Ms. Allen, the Board **unanimously VOTED** to approve the minutes of February 16, 2023 as amended.

DIRECTOR'S REPORT:

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

Policy Review - Tolles Parsons Center Fitness Center Room:

The Committee reviewed and discussed the fitness center's current policy and proposed revisions. It was noted that the policies and procedures should be separate documents.

Questions were raised regarding the use of the iPad to review equipment use instructions and the accessibility of the iPads for patrons. There was a suggestion that printed instructions be placed near each machine. It was noted that the 30-minute time limit on use of equipment has been eliminated since there are now additional machines available in the fitness room. It was also suggested that since the number of pieces of equipment and the space has doubled, perhaps the 6-person limit for the facility could be eliminated.

Ms. Greenwood noted some elements of the policy were inadvertently omitted from the version provided to the Board. She will review and update the documents with comments provided at the meeting as well as the missing language and resubmit them to the board for further review and action. The proposed revised policy will also be made available for patrons to review and provide comments prior to action by the board.

Enrollment

Enrollment has increased by 9 patrons since last month. Five are Wellesley residents and 4 are non-residents.

Building Updates

Art Wellesley Submission Details

The Board reviewed the submission from ArtWellesley for displaying art at the center. Questions were raised as to how often there will be new exhibits, how will custodial coverage be paid, will there be COA staff coverage when the center is open in the evening, and whether the COA has any control over the type of art that will be displayed?

Ms. Greenwood addressed each of these questions indicating that it is expected there will be two exhibit openings this year: in June and September, from 4 to 6 pm or 5 to 7 pm. This should not interfere with the COA's or Town's use of the space for meetings which typically start at 7:30 pm. Custodial services will be covered by the evening custodian who is currently working at Town Hall and will need to be relocated once construction starts at Town Hall. This will also provide an opportunity to pilot some COA early evening pilot programs without having to incur the cost of custodial coverage for as long as the Town Hall is closed, and the center has access to the custodial staff. COA staff members will be available for evening sessions as appropriate. With reference to whether the COA has any control regarding the type of art that will be displayed, it was suggested that staff reach out to the Wellesley Free Library, which always has art on display, to determine how they handle this issue.

It was requested that the agreement with ArtWellesley include a clause that ArtWellesley would incur the cost of custodial services for their exhibitions if/when the Town Hall reopens, and the evening custodial service is no longer available for the Tolles Parsons Center. In addition, there should be a termination clause indicating either party can terminate the agreement on 30- or 60-days' notice.

Handicapped Door Openers from Town Hall

Discussion has been deferred to a later date.

Finances

Clarifying questions were asked relative to the use of gift cards and event participation.

Gift Donations

Ms. Greenwood recommended the acceptance of the following gifts:

<u>From</u>	<u>Purpose</u>	<u>Amount</u>
Patrons of the COA	Coffee Donation	\$50.40
Margo Connor	General Donation	\$100.00
Friends of the Wellesley COA	Coffee Subsidy February 2023	\$181.74
Friends of the Wellesley COA	Lunch Subsidy February 2023	\$641.00
Friends of the Wellesley COA	Simons Lunch February 2023	\$75.00
Patty Thames	To be used for BINGO prizes for our patrons	\$250.00

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

Friends of COA Fundraising Drive

Ms. Greenwood reported that she and the Senior Activities Coordinator are working with Friends of COA on creating a flier to send to residents through the Municipal Light Plant invoices. The flier will highlight COA offerings, how to become a member and how to donate. The mailing will reach 6000 customers and 3000 email customers by mid- April.

EOEA

The EOEA Report was submitted in January. Ms. Greenwood is awaiting a response from the state on the possible increase from \$12 to \$14 per senior reimbursement which would significantly increase the EOEA grant funding. These additional funds could be used to facilitate evening programs.

Personnel

Ms. Greenwood reported the search is ongoing for a full-time Assistant Director and full-time Office Assistant positions. In addition, there is a need for a bus driver on Mondays and Fridays.

Programming

Ms. Greenwood provided an update of various programs offered by the Center over the past months.

A question was raised as to why the bus for popular destinations is limited to 8 patrons when there is seating for 12? Ms. Greenwood will investigate this.

REPORTS/UPDATES

Chair's Report:

Nominating Committee. Mr. Parker informed the group that there are currently eight candidates for three board vacancies effective July 1st. The Nominating Committee will report back to the May board meeting.

Kitchen Working Group. Ms. Greenwood hopes to have information from the contractor soon.

Strategic Plan Working Group. Ms. Sibold reported on next steps towards the development of a new strategic plan including a review of the mission statement and values established by the board, data collected at the fall board retreat, collaboration with Mark Wey, the organizational consultant for this work, a survey of key stakeholders, and a complete SWOT analysis. She hopes that the working group will have a finalized plan by the fall of 2023.

Mr. Parker also noted that there were several proposals considered as to which direction to take in developing a strategic plan including working with UMass on an assessment, hiring a consultant, or doing the work in house. In addition, some vision points that have already been discussed include program expansion, hours of operation, and community outreach. He noted the importance of developing the plan and using the process going forward. He looks forward to every member of the board contributing to this process, with the working group organizing the thoughts and recommendations into a cohesive plan for further development by the full board.

Ms. Wheeler mentioned she attended a strategic planning training course through the Mass Council on Aging and she is happy to share the materials from this session.

Finance Working Group. The group met with the Director and developed a proposed calendar of annual events that the director and board may find helpful as they work through the year, as well as day-to-day operations. In addition, recurring themes that have been discussed by the board over the years were included. Ms. Greenwood will share this document with all members.

EOEA FY23 fund were used to cover revolving accounts.

Wellesley Wonderful Weekend

The application has been submitted for the COA's participation. A bus driver has volunteered his time to drive the van. Ms. Greenwood asked members to let her know if they plan to walk/ride in the parade.

There was discussion concerning the possibility of an open house during Wellesley's Wonderful weekend. Ms. Greenwood will check with the Facilities Management Director on the possibility of having a custodian available for this purpose and its cost.

UPCOMING MEETING DATES

Next Regular Meeting of the Board: April 20, 2023 at 4 pm.

ADJOURNMENT

At approximately 5:30 pm, upon a motion made by Ms. Vogel and seconded by Ms. Sibold, the Board **unanimously VOTED** to adjourn.

Respectfully submitted,

Adeline Doherty

MEETING DOCUMENTS:

- COA Board Meeting Agenda
- Director's Report - March 16, 2023
- Minutes of Board meeting February 16, 2023