

**Wellesley Council on Aging
Board of Directors Meeting Minutes
Tolles Parsons Center
May 18, 2023 @ 4 pm**

PRESENT

Tony Parker, Chair and members Marlene Allen, Tory DeFazio, Lori Ferrante, Susan Rosfsky, Cynthia Sibold, Dianne Sullivan, Kathy Trumbull, Kathleen Vogel and Tina Wang; Director of Senior Services Debra Greenwood; Assistant Director of Senior Services Frank Lam; and Advisory Liaison William Schauffler.

CALL TO ORDER

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

Ms. Vogel 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

No one was present for Public Speak.

MINUTES APPROVAL

Upon a motion made by Ms. Vogel and seconded by Ms. Rosefsky, the Board **VOTED by roll call vote** to approve the minutes of the April 27, 2023 meeting. Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Ferrante (yes), Ms. Rosefsky (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Vogel (yes), and Ms. Wang (yes).

DIRECTOR'S REPORT

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

Finances

Gift Acceptances

<u>From</u>	<u>Purpose</u>	<u>Amount</u>
Meg Davis	Transportation Donation	\$4.00
Friends of the Wellesley COA	April Friends Share Lunch	\$449.00
Friends of the Wellesley COA	April Coffee Subsidy	\$341.39
Friends of the Wellesley COA	Friends Simons Fund Share - April	\$384.00
Friends of the Wellesley COA	Donation for Taxi Voucher Program	\$500.00
Wellesley Hills Jr Womens Club	Donation/Grant Evening Programs	\$2000.00

Upon a motion made by Ms. Vogel and seconded by Ms. Trumbull, the Board **VOTED by roll call vote** to accept the gifts as presented. Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Ferrante (yes), Ms. Rosefsky (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Vogel (yes) and Ms. Wang (yes).

Balance of Operating Budget

Ms. Greenwood reviewed the balance of the FY23 budget as outlined in her Director's Report noting the COA is in good financial condition through the end of the fiscal year. She is awaiting an invoice from Mark Wey for his work on the strategic plan and the cost of a laptop, both of which will come out of the existing budget.

Request for the Formation of a Finance Working Group

Ms. Greenwood is requesting the formation of a working group to be in place at the beginning of the new fiscal year to address allocation of funds within the EOEA budget as well as other day-to-day line items and preparation of the FY24 budget.

Members should reach out to Mr. Parker if they wish to participate in this working group.

Operations

As noted in the Director's Report, 23 new patrons joined the center in May (12 Wellesley residents/11 non-residents). Through research, Ms. Greenwood has found that approximately 20 percent of patrons who come to the TPC also participate in other nearby senior centers. She reviewed various statistics relating to program participation.

Personnel

With the addition of the new Assistant Director and Department Assistant, the main office staffing is complete. Ms. Greenwood is in the process of interviewing for a bus driver which is still needed.

Friends of COA Fundraiser

The flier prepared by the Friends of COA will be included in the May and June utilities bills either via hard copy or email.

Strategic Plan Working Group

The first round of interviews started earlier today. Twenty seven individuals were solicited for this group and all have responded. It is expected that the interview process will be completed by June 6th.

Fitness Room Policy

The final version has been provided to the Board members. After a brief discussion, upon a motion made by Ms. Sullivan and seconded by Ms. Rosefsky, the Board **VOTED by roll call vote** to accept the revised Fitness Room Policy as amended.

Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Ferrante (yes), Ms. Rosefsky (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Vogel (yes), and Ms. Wang (yes).

TPC Kitchen Update

Ms. Greenwood asked if any members were available on May 26th to preview the draft presentation prepared by the FMD prior to presentation to the entire board.

Ms. Greenwood was asked to propose some dates during the week of May 30th as no one is available on May 26th. It was suggested that members of the kitchen working group review the draft, keeping in mind that any gathering with a quorum would require the meeting to be posted.

Microphones for Board Meetings

Ms. Greenwood is working with the Wellesley Public Media representative James Joyce to obtain additional lapel microphones which may work better during meetings. Mr. Parker has also asked about Wellesley Media paying for the additional microphones which he addressed with Mr. Joyce.

Mr. Joyce informed the Board that Wellesley Media may have additional microphones that have been taken from Town Hall that can be used for meetings. He will keep Ms. Greenwood informed on next steps.

Handicapped Door Openers from Town Hall

The handicapped door openers from Town Hall have been installed in a number of restrooms.

Programming

Ms. Greenwood referred to the programming updates in her report, including exercise pricing, patron survey questions and results, most popular programs, etc.

ArtWellesley will be holding their opening art show on June 1st.

Social Work/Outreach

Ms. Greenwood reviewed the Health and Social Services Administrator's report which includes statistics on consultations with patrons and the community members on various topics relating to seniors.

Transportation

Mr. Lam has been reviewing current transportation needs of patrons and the possibility of starting a volunteer driver program. He is also investigating partnering with JFK Transportation for taxi services. Mr. Lam developed a diagram that provides a clearer explanation of ride options available for patrons.

Volunteers

Volunteers continue to be active, including intergenerational volunteers such as students. It appears that there will be ample volunteer coverage over the summer when other volunteers are on vacation.

Wellesley's Wonderful Weekend Parade

Ms. Greenwood reviewed the logistics for the open house on May 20th, from 11 am to 1 pm, and for those members participating in the parade on May 21st.

REPORTS/UPDATES

Chair's Report:

Nominating Committee Update

Nominations Committee has met multiple times to address board leadership for 2023-24 and is putting forth the following slate:

Kathleen Vogel, Chair
Susan Rosefsky, Secretary

Based on time limitations, there are no current Board members who are able to take on the duties and responsibilities of the vice chair. This position will remain vacant, pending the appointment of new board members in June with the hopes that there may be a candidate who would be interested in the vice chair role.

Action is slated for the June 15th meeting.

Mr. Parker thanked the members of the Nominating Committee for their work.

UPCOMING MEETING DATES

Next Regular Meeting of the Board: June 15, 2023 at 4 pm.

ADJOURNMENT

At approximately 5:05 pm, upon a motion made by Ms. Vogel and seconded by Ms. Allen, the Board **VOTED by roll call** to adjourn. Roll Call: Mr. Parker (yes), Ms. Allen (yes), Mr. DeFazio (yes), Ms. Ferrante (yes), Ms. Rosefsky (yes), Ms. Sibold (yes), Ms. Sullivan (yes), Ms. Trumbull (yes), Ms. Vogel (yes), and Ms. Wang (yes).

Respectfully submitted,
Adeline Doherty

MEETING DOCUMENTS:

- COA Board Meeting Agenda
- Director's Report - May 2023

Approved 6/15/23