

Wellesley Council on Aging  
Board of Directors Meeting Minutes  
Tolles Parson Center  
June 15, 2023 @ 4 PM

PRESENT:

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

Not in attendance - Tory DeFazio, Cynthia Sibold

CALL TO ORDER:

Chair Tony Parker called the meeting to order at 4:00 PM.

Ms. Rosefsky announced the meeting would be aired live on Comcast channel 8 and Verizon channel 40 and would 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 Ms. Vogel and seconded by Ms. Allen, the Board unanimously VOTED to approve the minutes of the continuation of April 20, 2023.

Upon a motion made by Ms. Allen and seconded by Ms. Vogel, the Board unanimously VOTED to approve the minutes of the continuation of May 18, 2023.

DIRECTOR'S REPORT: – presented by Ms. Greenwood

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

Enrollment

In May, the COA acquired 24 new patrons. This increase was double the past average, possibly accredited to the flyer that was sent out with the municipal light bill.

Art Wellesley

The artwork currently showcased in the building will remain on display until September 21, 2023. Looking ahead, there are plans to invite other groups specializing in oil, acrylic, and photography to exhibit their artwork in the future.

As part of the Director's report, a copy of the Liability waiver has been included for the Board's review. Going forward, all new artists participating in upcoming shows will be required to complete this waiver. Ms. Sullivan expressed concerns regarding the process of hosting other groups in the future. To address these concerns, an agenda item will be added to the next COA Board meeting to facilitate further discussion on the matter.

Lunch

142 patrons in the month of May. Increase participation in the community lunch program over the past year. The COA will continue to look for new vendors.

Finance

Gift Acceptances

From	Purpose	Amount
Friends of the Wellesley COA	May Coffee Donation	\$514.79
Friends of the Wellesley COA	May Lunch Donation	\$553.00
Friends of the Wellesley COA	May Lunch Donation – Simon's Fund	\$720.79
Paul Ringer	Donation for Newspapers	\$60.00
Whole Foods	Donation for Refreshments	\$100.00

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

Personnel

Still searching for a part-time bus driver for Mondays and Fridays. Of the 3-application received 2 candidates never responded to setting an interview and the other candidate did not have a sufficient driving history.

The Board made several recommendations – to reach out to DPW, MWRTA, and volunteers in expanding the COA bus driver search.

### Building Update - Kitchen

Ms. Greenwood distributed the kitchen slideshow presentation from Dick Elliot and Crabtree & McGrath to both the Board members and the Department of Health. The purpose of this was to streamline the scheduling of a meeting and enable the Board to prepare their questions in advance. Ms. Greenwood will also send a 'Doodle Poll' to determine the meeting date. Considering the upcoming July 4th holiday, the Board has narrowed down the options to either July 13th or 14th. The intention is to eventually transform this into a commercial kitchen.

### Programming

Attendance is steadily increasing, and we have recently sent out an updated newsletter to residents. The newsletter now includes a range of new programs, additional pictures, and the email addresses of our staff members. We have also made a format change to the lunch program to enhance readability. Furthermore, we plan to incorporate the Board's group email address in our communications in the near future.

### Transportation

Mr. Lam provided an overview of the Volunteer Driver Program (VDP), outlining the historical ridership data categorized by destination and ride type. Moving forward, there will be further discussions to define the extent and reach of the VDP program. Additionally, Mr. Lam will explore the possibility of expanding coverage for volunteer drivers. Seniors seeking transportation outside the availability of the COA Bus service will be advised to utilize MWRTA's Catch Connect service.

### Marketing

The COA is currently in the final stages of completing the print design for the marketing materials, including jackets, caps, and umbrellas. Once the design has been thoroughly reviewed, the COA will proceed to place the order. These materials are intended to enhance visibility and serve as effective marketing tools for promoting the COA.

CHAIR UPDATES: presented by Mr. Parker

### New Officers FY24

The COA Board is eagerly anticipating an appointment from the Wellesley Select Board, scheduled for the meeting on June 28, 2023. This appointment could potentially fill the position of Vice Chair within the COA Board.

During the meeting, Ms. Allen proposed a motion to nominate Ms. Vogel as Chair and Ms. Rosefsky as Secretary. The motion was seconded by Ms. Wang, and the Board unanimously voted to approve the nomination.

In light of their departure, Mr. Parker expressed gratitude to Kathy Trumbull and Tory DeFazio for their dedicated service to the COA Board.

### Strategic Plan

Ms. Greenwood is currently in the process of calculating the responses received from the recently conducted survey. The working group will then utilize the survey results to develop a more focused questionnaire. This questionnaire aims to gather specific details on how to enhance public service and cater to the needs of the community more effectively.

New Business / Old Business – presented by Ms. Vogel

### Volunteer Appreciation

The upcoming Volunteer Appreciation events are scheduled on June 22, 2023. The Board is strongly encouraged to assist in supporting the Ice Cream Social activity.

### Director's Review

Ms. Rosefsky will soon distribute the Standard Annual Performance Review forms to the Board members for evaluating the COA Director. Once the reviews are completed, each member is required to submit their form to HR no later than July 15th, 2023. The Director's review will be presented during an open meeting at a later date.

### UPCOMING MEETING DATES:

Next regular meeting of the Board: July 20, 2023, at 4:00 PM

### ADJOURNMENT:

As he stepped down from his role as Chair, Mr. Parker expressed his heartfelt gratitude to everyone for their unwavering support throughout the past year. Multiple Board members also commended Mr. Parker for his exemplary leadership.

At approximately 4:55 pm, following a motion put forward by Ms. Vogel and seconded by Ms. Allen, the Board unanimously voted to adjourn the meeting.

Respectfully submitted,

Frank Lam

### MEETING DOCUMENTS:

- COA Board Meeting Agendas
- Director's Report – June 2023
- Slideshow presentation provided by Dick Elliot and Crabtree & McGrath
- Copy of the Participation Waiver

**Approved 7/20/23**