

Wellesley Council on Aging  
Board of Directors Meeting Minutes  
Tolles Parson Center  
September 21<sup>st</sup>, 2023 @ 4 PM

PRESENT:

Kathleen Vogel (Chair), Susan Rosefsky (Secretary), Marlene Allen, Lori Ferrante, Robert McCarthy, Corinne Monahan, Tony Parker, Cynthia Sibold, Dianne Sullivan, Tina Wang, Deborah Greenwood (Director of Senior Services) and Frank Lam (Assistant Director of Senior Services)

Not in attendance – Patty Chen

CALL TO ORDER:

Kathleen Vogel (Chair) called the meeting to order at 4:04 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.

CITIZEN SPEAK:

No member of the community attended this meeting.

APPROVAL OF MEETING MINUTES:

Upon a motion made by Mr. Parker and seconded by Mr. Sibold, the Board unanimously VOTED to approve the minutes of August 24<sup>th</sup>, 2023.

DIRECTOR'S REPORT – presented by Ms. Greenwood

Key Points:

- We are applying for a grant through the Community Fund for Wellesley (CFFW) to pilot evening hours (Spring).
- Discussion with Wellesley Service League to seek future board members.
- We are attending the Volunteer Fair hosted by the library on 10/1 & 10/2 to recruit for various roles.
- Revamp the newsletter to increase the readability of lunch and other programs by adding more visual content.
- We are continuing to review patrons' suggestions; maintaining a list and addressing requests, and implementing what we can quickly which has increased the variety of programming.
- Working with Wellesley Media's Luke McHenry Community Film Director to record more of our programs to share on the COA TV channel.

- Planning a meeting with Bob Brown of the Swellesley Report to discuss marketing of the COA.

### Enrollment

There has been a notable rise in the attendance at our lunch program. In response to this, the Friends of the Wellesley Council on Aging (FWCOA) have requested more reporting on the lunch program, given their financial support.

### Finance

Key Points:

- Staffing changes within the Treasurer's office led to complications in applying credit card payments to our accounts.
- We are currently in the process of collecting Munis reports and conducting a budget review in anticipation of planning for FY25.

### Personnel

Key Points:

- Our newly hired bus driver commenced employment on September 11, 2023, and has already initiated their training.

### Building Update

Key Points:

- The installation of the water filter has been completed in the Mary Bowers café.
- A follow-up request has been submitted to address the issue with the emergency exit sign located near the front desk.
- Kitchen - following discussions with Dick Elliot, adjustments have been made with the estimator. A report is expected to be available next week.
- New artwork, created by participants from our art classes, has been displayed throughout the building.

### Programing

Key Points:

- We are actively maximizing the use of our building space to introduce new programs and expand our capacity for hosting events.
- Event Registration - We've observed a significant uptick in event sign-ups, with a 28% increase compared to August 2022.
- We are exploring the possibility of incorporating additional hybrid programming by incorporating live-streaming technology.

Board questions –

- Question from Ms. Allen: Do we employ any software to monitor room availability?
  - Answer: We currently monitor room availability using Microsoft calendars and MSC reporting.
- Question from Ms. Allen: When examining the active patrons versus the number of swipes, can we confirm that the variance is attributed to virtual participants?
  - Answer: Yes.
- Question from Ms. Vogel: Have patrons been displaying increased concern about the rise in COVID cases?
  - Answer: We've observed a greater number of individuals wearing masks, indicating heightened concerns regarding the possible surge in COVID numbers.
- Mr. Parker: When comparing July and August of the previous year, it seems that we've experienced a 20% increase in participation.
  - Response: It seems that fewer people traveled away from the area this summer and chose to attend activities here at the COA. We also provided more programming.

### Transportation

#### Key Points:

- The Volunteer Driver Program (VDP) is now underway.
- We are still actively seeking additional volunteers.

### Gift Acceptances

This matter will be postponed until the Board Retreat scheduled for September 26, 2023.

## POLICIES

### Fire Emergency Policy Review

Revisions for the second reading have incorporated changes submitted by participants during the previous meeting. Multiple versions were examined, and the latest copy has received approval from the Deputy Fire Chief (DFC).

#### Discussion points:

Ms. Sullivan sought clarification regarding whether the DFC had reviewed all suggestions not included in this iteration of the Fire Safety Policy. She proposed a change in the wording, replacing the mention of "phone" in the 2nd-floor stairwell waiting area with "a button."

Ms. Vogel clarified that this policy is designed to govern staff behavior in the event of a fire.

Ms. Wang inquired about the labeling of the emergency stairwell, and Ms. Greenwood confirmed that it is labeled.

Mr. Parker raised the point that this policy, in its current form, is quite straightforward. He expressed concern that adding more detail might raise legal issues and questioned whether the policy aligns with the town's preferences. Ms. Greenwood responded by noting that the Wellesley Fire Department has reviewed the policy and favored the wording compared to some other policies they have encountered.

Ms. Allen asked about the roles of the instructors, whether they are considered patrons or staff. Ms. Greenwood clarified that instructors are considered patrons and are not employed by the Town of Wellesley. Ms. Allen requested that this policy be made available for instructors to read.

With the changes to the Policy Procedure point #5

“There is a red phone that can be used to reach fire personnel who are at the fire panel in the entry of the building.”

To read:

“There is a red button that can be used to reach fire personnel who are at the fire panel in the entry of the building.”

A motion made by Mr. Parker and seconded by Mr. Rosefsky, the Board VOTED to approve the Fire Emergency Policy, with Ms. Sullivan abstaining.

### Annual Town Report

Ms. Greenwood has completed the draft of the Annual Town Report for board review.

Upon a motion made by Ms. Allen and seconded by Ms. Monahan, the Board unanimously VOTED to approve the Annual Town Report submission.

REPORTS/UPDATES – presented by Ms. Vogel

### Marc Wey

Marc Wey will serve as the facilitator for the upcoming retreat, and the funding for this will be drawn from the financial line item designated for Board retreats and meetings.

Following a motion put forth by Mr. Parker and seconded by Ms. Monahan, the Board unanimously agreed to approve the fee of \$750.00 for Marc Wey's services.

### Board Retreat

The retreat is scheduled for 9/26/23 from 4-7 PM and will be held at 20 Municipal Way, Wellesley MA

Before the retreat, Ms. Sibold will distribute an information packet to all members. It is anticipated that all members will review the materials before the event.

### Chair Updates

The town has initiated requests for intra-board meetings to commence discussions on the FY25 Budget process. The deadlines for Department Budgets are set for the end of October, and both Ms. Vogel and Ms. Greenwood will participate in these meetings. The finance working group will additionally involve Ms. Wang and Ms. Sibold.

Key Points:

- Looking at newsletter mailing costs
- Funding for Kitchen vendors
- Staff growth

### Old / New Business

Ms. Allen proposed that the COA begin exploring how kitchens are utilized and funded in other municipalities to gain insight into future requirements.

Ms. Greenwood will initiate communication with the board, seeking interested members to establish a kitchen working group.

Items to consider:

- Operation (cost, food storage, hours of operation, etc.)
- Look at what other COAs are doing, are they using Springwell, HESSCO as service provider?
- Vendors – funding source.
- Grants

### NEXT MEETING DATES:

Next monthly meeting of the Board: October 19, 2023, at 4:00 PM

### ADJOURNMENT:

At approximately 5:29 pm, following a motion was put forward by Ms. Allen and seconded by Ms. Monahan, the Board unanimously voted to adjourn the meeting.

Respectfully submitted,

Frank Lam

### MEETING DOCUMENTS:

- COA Board Meeting Agendas
- Meeting Minutes 8/24/23
- Director's Report September 2023
- Copy of the COA Fire Emergency Policy
- Annual Town Report Draft

**Approved 10/19/23**