

## **North Reading Council on Aging**

### **Meeting Minutes**

**Tuesday, January 17,2023**

**Meeting :** called to order at 5:30pm by Daniel Greenberg

**Present:** Daniel Greenberg, Chairman, Katherine McCabe Scott, member, Maxine McPherson, Member, Lisa Ditrapano, Member, Margie Salt, Member, Valerie Schiavone Guest and Kim Manzelli Director

**Approval of Minutes** for June, July and December 2022 – All approved.

The new members were all asked to introduce themselves.

**Director's report** – Kim mentioned that she just marked 2 months on the job as Director. She discussed her ongoing review and evaluation of programs- participation levels, room size needs, volunteer needs and staffing levels. She announced that she is working on a volunteer handbook which will include an information session and an application. She is also working on a complete review of staff policies and procedures, the intake policy, and a redefinition of staff rolls. She would also like to schedule a meet and greet for the COA board to introduce all members to the workings of the Senior Center. She also mentioned that she has rearranged the space and is looking at new tables and chairs that will offer more flexibility.

Some new and expanded programs she mentioned are: a daily coffee hour, expanded hot food service to 3 days a week with MVES supervision, and a “grab and Go” cold lunch on Friday coordinated by the staff. The hope is to expand the hot food service to 5 days per week after MVES hires and trains an additional meal site coordinator. Exercise programs are being expanded with some free programs and others like chair yoga costing \$5:00 /class. Space is a limitation, but she is investigation all possibilities. She will be offering a program from MVES that will explain their services and volunteer opportunities. Element Care Pace with be providing an informational program on their services as well as an educational program on nutrition. She is working with the NR Cultural Council to provide

entertainment on a monthly basis, for example this month an Elvis impersonator will entertain at a special luncheon. The Tech Team from the high school will hold sessions 1-2X per month and she hopes to work with the school on more student participation in Senior programs.

Kim also mentioned that she is evaluating the Newsletter and hoping to publish it more frequently, which will be helped by the friends of the COA acquiring a bulk mailing permit.

In response to a question from a member, she invited Board members to stop by the Senior center any time.

**Election of Officers and establishment of sub-committees** – Dan suggested that this be postponed until next months meeting, when the full board will be present.

**Old Business** – The Approval of the corrected copy of the COA Policies and Procedures – On a motion made and seconded, all voted to approve the changes.

Dan also mentioned that the Transportation Committee was still looking for members and that they will be working on getting the MBTA Ride program expanded to North Reading.

**New Business** – Dan mentioned that the MASS COA will be conducting member training sessions and asked that Kim get more information on the schedule.

Dan also said that he will be forwarding to all members copies of various reports on the Age Friendly initiative that had been worked on over the past few years.

The next meeting was scheduled for Tuesday February 21, 2023 virtually at 5:30.

The meeting was adjourned at 6:30 pm.

Respectfully submitted

Katherine McCabe Scott – Board Member