

North Brookfield Council on Aging
Meeting Minutes
August 14, 2023
North Brookfield Senior Center, 29 Forest St., North Brookfield, MA

Present: Judy Manning, Florine Martel, Mary Waytina, Kate Norrie

Absent: Dottie Revene

Also Present: Michelle Thayer, Interim Director; Courtenay Rivera, Program and Outreach;
Tara Hayes

Meeting was opened at 2:02 by Judy Manning, Chair

Judy notified COA of the resignation of Kathleen Crevier from the board. Motion made to accept her resignation. Judy Manning moved and Florine Martel seconded. Motion carries.

Motion made to elect Kate Norrie as new secretary and accept her resignation as Treasurer. Judy Manning moved and Mary Waytina seconded. Motion carries.

No June meeting minutes were available at the meeting to approve.

Director's Report:

Michelle gave COA a task sheet detailing the duties she performed 8/7/23-8/11/23. Tuesdays Michelle has two half hour meetings not associated with the senior center she must attend. It does not impact her weekly hours as she stays until 2:00 pm.

Created and supplied an excel spreadsheet for each warrant to provide COA with monthly budget totals going forward.

Supplied rough draft of a Council on Aging policy book for board members and asked them to review and edit.

Created outreach form for Courtenay to track the outreach program.

Looking into transportation grants.

Reapplying for the St. Vincent grant that was declined last year.

Made an appointment with MCOA for them to come and provide assistance.

Michelle and Courtenay will be taking CPR and AED certification on 9/24.

Found a serve safe online course for Courtenay. Michelle will be asking BOH to review to ensure the course is compliant.

Motion made to accept Director's Report. Judy Manning moved and Florine Martel seconded.

Motion carries.

Program and Outreach report:

July had a steady number of 20 patrons per week for lunch meals. Weekly meals are set through October with the exception of 10/4. There will be a Thanksgiving meal, a Christmas Meal and a New Years Meal. Weekly meals will resume in January. Funds for the Thanksgiving meal have been donated by an anonymous donor.

Art classes are popular. July classes were held 7/13 and 7/27.

Social club went to Janine's Frostee on 7/10. July movie was the Bucket List. Cedarbrook in Ware donated 3 gallons of ice cream. Movies will continue on a different day in the fall.

Upcoming events:

8/17, 8/24 Art Class

8/18 Volunteer luncheon 1:00 at Ladd's in Rutland. Cost of lunch paid through the state grant.

8/21 Movie

8/22 Book presentation by Diane Buzzell

8/28 Game Day

Discussion: Prepared meals must be done in the senior center and a certified serve safe person must be present. Funds for food are provided by the Friends.

Senior center is in need of volunteers; cooks and also med drivers. The center currently has no drivers for med rides.

Motion to accept Program/Outreach report. Mary Waytina moved and Judy Manning seconded, Motion carries.

Judy attended the Friends meeting and provided a summary of their meeting. Membership is down. They are looking to place an advertisement to recruit new members. Harvest Dinner fundraiser on 10/21.

Old business:

Shed floor and picnic table both still need to be fixed. Handicap button still needs repair. The contractor for the roof repair has been selected. Michelle looking for grant for the oven hood and fire suppression system that needs to be installed in the building.

New business:

Motion to elect Tara Hayes as an alternate to the COA board. Mary Waytina moved and Kate Norrie seconded. Motion carries.

Motion to change the number of COA members in the bylaws to five (5) active members and two (2) alternates. Judy Manning moved and Florine Martel seconded. Motion carries.

Motion to remove the position of treasurer from the bylaws. Kate Norrie moved and Florine Martel seconded. Motion carries.

Michelle working with Jim Caldwell on installing a cover to protect the water pipe that runs along the interior wall of the center.

Motion to adjourn at 3:09. Florine moved and Mary seconded. Motion carries.

Next meeting scheduled for 8/21 at 2:00 pm.

Respectfully Submitted,
Kate Norrie