

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
July 26, 2013  
SENIOR CENTER  
9:15 AM

Members Present: Jeff Browne, Chairman  
Kathy Staropoli, Vice Chairman  
Dorris Van Deusen  
Carol Sica  
Dick Magenis, Secretary  
Anne Hyatt, Treasurer  
David Smith, Jr  
Helen Johnston  
Janet Stanton

Others Present: John Arthur Miller, Senior Center Director  
Nadine Hawver, Assistant to the Director

Chairman Browne called the meeting to order at 9:19 AM.

Chairman Browne announced two new board members have been appointed by the BOS, David Smith Jr. and Anne Ryder.

**APPROVAL OF MINUTES:**

Minutes of the June 21, 2013 meeting were presented for approval. Motion to approve made by Dorris VanDeusen, seconded by Dick Magenis. The motion carried unanimously.

**EXPENSE REPORT:**

Director Miller gave a budget update. He announced that the State Formula grant will be providing \$8 per senior over 60. Although that money has not been released by the State we have been given permission to move forward with spending it. Motion to approve made by Dick Magenis, seconded by Dorris VanDeusen. The motion carried unanimously.

**DIRECTOR REPORT:**

Outreach & News - Director Miller recognized his appreciation for the work of the assistant Nadine Hawver. Having the assistant has allowed him to get out into the community doing outreach. He has devoted Fridays in July and August to visiting Sheffield residents in rehab centers and those that are house bound. John-Arthur passed around a "Job Description" for the volunteers that will serve on the Friendly Visitor Committee along with a checklist to be used by those volunteers. A meeting will be set up next week to get this committee active in the community.

Director Miller brought to the COA's attention a Transportation forum being created by the local churches to address the transportation needs within the community. This is a serious ongoing concern for the COA.

John-Arthur has been asked to be the Chairman of the Advisory Council at Elder Services. This helps us here in Sheffield to have access to the key people at Elder Services for services in our community.

In conclusion John-Arthur informed the Board that a recent review of activity tracked in MySeniorCenter software shows an increase in usage from FY12 to FY13 of 66%.

Activities & Programs – Nadine Hawver presented a brief report on Activities and programs that have taken place in June and July as well as future planning for the upcoming months of August and September. Attendance in evening programs such as the Bocce/BBQ, Yoga, out of town trips clearly shows that the senior community supports activities beyond our normal "business hours."

This created an opportunity for the board to have a general discussion of Staff hours, volunteer hours. Chairman Browne indicated that he would like to have this on next month's agenda to begin the analysis of hours of operation and evaluation of the possible need for increase of staff hours.

#### OLD BUSINESS:

Chairman Browne informed the Board that the BOS had approved the request of the Friends to use the building for a Tag Sale to be held on Sept 21<sup>st</sup> and an Ant/Coll/Craft Fair on Oct 19<sup>th</sup>.

Kathy Staropoli updated the committee on the redecorating of the lounge. The elm has been removed from the lounge and the wall repaired and painted by Frank Clarke. The furniture is due to arrive by early August. The Fireplace will be ordered and a system for hanging art work will be decided upon in the near future.

Jeff Browne read an email from Michelle Harwood who was unable to attend today's meeting with regard to her concern with having the Elm stored in a safe place until it is re-installed. Jeff said the Elm was too large to fit in the elevator he believed that there was more risk of damage if it was moved and that within a week he would have the supplies to install the Elm in its new location in the Great Room.

#### NEW BUSINESS:

Chairman Browne announced the need to elect new officers of the Board.

Dorris Van Deusen nominated Jeff Browne as the Chairman for another term, seconded by Carol Sica, Kathy Staropoli called for any discussion – no discussion – Mrs. Staropoli called for a vote. Motion passed unanimously with Browne abstaining from the vote.

Janet Stanton nominated Kathy Staropoli for the position of Vice Chairman, this was seconded by Dorris Van Deusen. Jeff Browne called for any discussion – no discussion – Mr. Browne called for a vote. Motion passed unanimously with Mrs. Staropoli abstaining from the vote.

Jeff Browne nominated Richard Magenis for the position of Secretary; this was seconded by Kathy Staropoli. Jeff Browne called for any discussion – no discussion – Mr. Browne called for a vote. Motion passed unanimously with Mr. Magenis abstaining from the vote.

Jeff Browne nominated Anne Hyatt for the position of Treasurer; this was seconded by Helen Johnston. Jeff Browne called for any discussion – no discussion – Mr Browne called for a vote. Motion passed unanimously with Mrs. Hyatt abstaining from the vote.

Sheffield in Celebration – COA and the Friends have teamed up in the past – The celebration will be held on Sat Sept 7<sup>th</sup>. A committee of JA, Kathy Staropoli, Carol Sica and Dorris VanDeusen will meet with the Friends to come up with a plan.

Bingo Callers needed for Monday Bingo – several members have offered to help. Nadine to organize a schedule.

John-Arthur brought up the condition of the hard wood floor – it needs to be professionally cleaned and perhaps re-finished. Chairman Browne suggested getting a price and David Smith Jr suggested that there will be a special town meeting in August and perhaps the cost of this could be presented in time for this special meeting.

Other Business – Dorris has obtained some additional information on First Alert – emergency medical alert systems. This company is willing to do a SKYPE informational meeting – David Smith Jr thought an in person presentation might be better received. Nadine to reach out to Gary Williams of Gt Barrington who is connected to link to Life and ask if he might do a 3<sup>rd</sup> Thursday Lunch presentation in the early fall.

Public Comment – none

The next meeting will be on August 16, 2013 at 9:15AM

Janet Stanton moved to adjourn the meeting, seconded by Dorris VanDeusen. The motion carried unanimously. Chairman Browne adjourned the meeting at 10:29 am.

Respectfully submitted:  
Nadine A Hawver  
Assistant to the Director