

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
OCTOBER 1, 2015  
SHEFFIELD SENIOR CENTER  
6:30pm

Board Members Present: Helen Johnston, Vice Chairman  
Michelle Harwood, Treasurer  
Richard Magenis, Secretary  
Patricia Hardisty  
Annie Ryder  
David Smith, Jr.  
David Steindler  
John Gilligan

Others Present: Jennifer Goewey, Executive Director

Vice Chairman Johnston called the meeting to order at 6:30 pm.

**APPROVAL OF MINUTES:**

David Steindler moved to approve the minutes, seconded by David Smith Jr. The motion carried unanimously.

**EXPENSE REPORT:**

Director Goewey presented the Council on Aging (COA) budget. Helen Johnston moved to approve the budget as amended, seconded by David Smith Jr. The motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT:**

Director Goewey presented the board with a draft version of the handbook for all town committees, commissions and boards for all members to review. Any comments, suggestions or recommendations should be forwarded directly to the Town Administrator.

Director Goewey updated the board that she will attend the Annual Meeting for Elder Services as well as attend the annual Massachusetts Council on Aging Conference over the next few weeks.

Director Goewey updated the board on current activities, outreach efforts and collaboration with other organizations including the River Brook Ladies who reside in Stockbridge in a group home for those with disabilities. The ladies have been participating in volunteer efforts at the

senior center including baking and grocery shopping. This has been a positive experience for all involved.

**TRANSPORTATION:**

Director Goewey gave a brief update on the transportation services for the month of September. Discussion ensued regarding long distance trips for medical purposes, outreach and van usage for recreational trips.

**CONGREGATE MEALS:**

John Gilligan gave an update on the congregate meal program stating that overall the meals have been well attended with positive feedback. Discussion ensued regarding the process of depositing the funds and the program in general.

**MEMBER ITEMS:**

Michelle Harwood inquired about recent advertisement on our computer database "My Senior Center" program. It was the consensus of the board that Director Goewey contact the company and request a copy of the contract for review.

**FRIENDS ITEMS:**

Michelle Harwood gave an update on the completion of the lower level project and stated that John James is working on the architectural plans for the project. To date 230 contribution request letters have been sent out.

Upcoming fundraisers include a Mac-n-Cheese cook off on October 23<sup>rd</sup> at 5:00pm. Volunteers are needed for desserts, drinks, and salad.

**UPCOMING MEETING:**

The next meeting is scheduled for November 5, 2015 at 6:30pm.

Michelle Harwood moved to adjourn the meeting at 7:28pm, seconded by David Steindler. The motion carried unanimously.

Respectfully submitted by,

Richard Magenis

Documents Reviewed:

COA Budget, Formula Grant Budget, Transportation Report and handbook for commissions and boards.