**Nahant Council on Aging Board Meeting**

**December 2, 2015 Monthly Minutes**

**Tiffany Room, Nahant, MA 01908**

Notes: (1) In the following minutes “Linda” and “Linda P.” both refer to Linda Peterson, and “Linda J.” refers to Linda Jenkins. (2) Action items are underlined in red.

Call to Order: The Nahant Council on Aging Board meeting was called to order at 1:05 p.m. on Wednesday, December 2, 2015 in the Tiffany Room by Nancy Gallo. Present: Linda Peterson, Nancy Gallo, Sheila Hamblton, Emily Potts, Linda Jenkins, Joe Benson, Angela Bonin, Carol Sanphy, and Gerri Walton.

**OLD BUSINESS**

**Reports**

Minutes: Joe read the Minutes of the November 4 meeting. The suggestion was made to change the spelling of “Penny Silver” to “Penny Silva” in the “Art Exhibit” paragraph near the end of the minutes. After this correction, the minutes were accepted unanimously.

Treasurer’s Report: Emily reported that at 59% through the year (starting in July) there was $29,780.10 left in the budget, which is about 55% of the original total ($53,000). However, when an additional amount is added from the Formula Grant, probably in January, we will have about 70% of the original total remaining. The balance for personnel, especially part-time employees, is getting low, but some of the additional Formula Grant money will compensate for that. The treasurer’s report was accepted unanimously.

Director’s Report: Linda passed out an invitation to the December 15 Annual Holiday Lunch, given by the Board of Selectmen, and then went over the report, which included the following:

(1) Outreach events:

(A) The Veteran’s Food Drive was today (December 2). John Lazar was not present because of the unexpected death of his son. The COA took over, and the drive was successful.

(B) Darlene Gallant from Lynn Economic Opportunity (LEO) was here on November 12. LEO has received a grant to help Nahant residents with fuel assistance, new burner assistance (if necessary), and energy efficiency estimates for residences. LEO returned on November 20 and will come back again on December 4.

(C) Bari Olevsky, the SHINE representative, gave a presentation on November 3 and helped seniors with their insurance needs on November 12. She saved one senior almost $1000 a year and will return on December 4.

(D) The blood pressure clinic was held on November 19.

(E) Dr. Sanphy conducted the well-attended foot clinic on November 19.

(F) The hairdresser and the manicurist rounded out the month for outreach events.

(2) Social events:

(A) The November 4th trip was cancelled due to low interest. Penny said she was going to run a lunch and shopping trip in January, and Linda decided to try it to see what kind of participation there would be.

(B) The Tiffany Room lunch was cancelled on November 5th, and 23 seniors went to the Tiger’s Den at the Vocational School in Lynn. It was decided to make this a monthly trip. On December 1st there was a trip to the new Essex Technical High School in Middleton. Ryan Cole, a student from Nahant, was in the school’s automotive department.

(C) On November 10th the seniors made a trip to the Pilgrim Museum in Plymouth (the oldest museum in the country). They had lunch at a fish restaurant on the pier.

(3) Activities numbers: Considering that we were closed on three days (Veterans’ Day, Thanksgiving, and the day after Thanksgiving), the numbers weren’t too bad. The exercise class is booming. However, the Zumba class has very low participation, so Linda is thinking of asking Sharon to change to an exercise class on Fridays when Sharon returns in January from her vacation. Linda started the chair exercise class this month, and the participation has been pretty good.

(4) Vouchers: Linda bought the Garmin GPS and four new exercise videos. However, the exercise class participants didn’t like the videos, so Linda sent them back. The Yoga class is not part of the COA, but Linda can track the participation if the COA Council members want her to. Four to seven people attend this class. The entertainment on the voucher chart refers to the Christmas party. The $324.90 listed for Carol Nelson will be reimbursed, and there will also be reimbursement for Kathy’s food. Linda J. told her two friends to submit receipts to Linda P., but they didn’t. Linda P. said that Laurie went away for her birthday, and Helene is in Africa. Linda agreed to Emily’s request for a future breakdown of the “Food & hours” service associated with Carol Nelson.

Council members signed the voucher approval sheet, and the director’s report was unanimously accepted.

**NEW BUSINESS**

Resume discussion on policy for posting Board vacancies: Gerri knew some people who would like to be involved with the Board, but it was definitely agreed that vacancies should be publicized. This could be done on the nahant.org website. Jeff Chelgren makes the appointments, but suggestions come from the Board.

Update Board on Nahant Facebook Page: Linda has gotten acceptance from both Michelle Capano about posting information on the Nahant Residents only Facebook page and from Suzanne McDonough about posting on the other Nahant page. Linda J. posted the question concerning what people thought about the *Tiffany Times*, and everybody was OK with it.

New Webmaster: Robert met with Penny and Linda to discuss putting our website (www.nahantcouncilonaging.org) on the dedicated town server, which already hosts the town website (www.nahant.org). Robert Wilson has changed the password so that Daniel Hillinger can’t prevent us from accessing our website. Robert’s proposals were as follows: (1) to make same day updating possible; (2) to improve the calendar so that we can directly change it; (3) to remove notifications of events that have gone by; (4) to update the contact information; (5) to arrange the online donation and event sign-up forms; (6) to make a stronger visual tie between the COA website and monthly edition of the COA newsletter (including the newsletter archive); (7) to convert photos into user-friendly photo galleries; (8) to eliminate page scrolling; and (9) to eliminate monthly hosting fees because the website will come under the town server (this will save $19.95 per month because the site will be hosted here in Nahant). Future management and access to the domain and website will be protected as part of the town’s technology and infrastructure. Currently, website content is vulnerable to loss. The annual rate for this will be $2500, including all necessary reprogramming and preparation needed to move our website to the town server. The only additional cost will be the annual domain renewal, which is typically $50 or less. Nancy noted that Daniel’s price was $2400, discounted to $2000 for the first year. Would it be possible to bring Robert’s price down? Linda said she could check. Sheila suggested that maybe Robert’s fee could be negotiated with the town administrator. She also wondered whether there might be a double-dipping conflict of interest because the Nahant COA’s website is part of the town website, which Robert already hosts. Linda explained that we are, in fact, not presently part of the town website, although we will be on the same server with it. The two websites are currently linked only through the newsletter. (From a link on our website, you can get to the *Tiffany Times,* which is actually on the town website. However, you cannot go in the other direction—from the town website to ours. There is no link for that.) Several COA Board members felt that the Nahant COA website should be part of the town website. This would allow the $2500 cost of our website to be absorbed by the town’s budget. (We haven’t had a budget specifically for our website, but the money has come from purchased services.) At any rate, Sheila can find out about the possible conflict of interest issue on December 9, when there is a website committee meeting. In answer to a question from Emily, Linda said that she could ask Robert to put in writing his accessibility and time frames for responses, but she also noted that when she sends Robert anything now for the existing website, he gets it done either the same day or the next day and sends her a reply. Linda said she would send the Board members a copy of the agreement with Robert by email.

Resume Discussion on Advertisements in the *Tiffany Times*: Linda said that there’s room for advertising because pages are going to be added. Nancy felt that the subject should be discussed because we might end up having more liability than we care to have. Linda suggested talking to Donna Hanlon about this issue because Donna accepted advertising in the *Harbor Review*. In any event, the Board members decided to postpone further discussion of this topic until next month.

Cleaning Project: Linda called Steve Opacki, but he never called back. Nancy said she would call Steve. Carol said she would ask Glow Cleaning Plus in Lynn to get in touch with Linda.

Art Exhibits: Various ideas were expressed concerning this subject: (1) Ask Youngae Benson to help recruit artists. (2) Have the exhibit upstairs in the Town Hall. (3) Have some of the exhibit upstairs and some in the Tiffany room. (4) Consider our liability if pieces of art are taken. (5) Just have the pictures on one wall of the Tiffany Room, so if anything is missing, we’ll know it right away. (6) Start small, in the Tiffany Room. (7) Feature one artist each month. Norman Laliberté would have posters that he could put up with his art. Some of the other Artists mentioned were Carolyn Jundzilo, Pete Rogers, and Coly Huzzy. Photographers included Paul Wilson, Laurie Nash, and Malinda Hatfield. (8) Have a (non-alcoholic) sipping and painting session. (9) Publicize the Tiffany Room art exhibits in the *Item*. (10) Ask Peggy Barile to talk about the town seal. (11) Ask Calantha Sears to talk about town history.

Trivia Days, Movie Days (Update): Some ideas: (1) Have a movie day once a month. (2) Have a movie Mondays and TV Tuesdays—for example, a 30-minute sitcom from the ’50s, ’60s, or ’70s. Also, “Wacky Wednesday,” “Funny Hat Thursday,” “Crazy Cravat Friday” (wear a funny scarf or a funny necktie)—just things to get people engaged and make it a bit more fun. Come dressed as your favorite character in the movie to be shown. (3) See if the Historical Society has old photos of the regular people here taken in the ’50s, ’60s, or ’70s. (4) Have pictures of Bobby Orr or Carl Yastrzemski—something to jog people’s memories. (5) Invite people for presentations—for example, Eddie Poulin, Frank Clements, Jerry Butler.

Food Service (Update): Linda hasn’t gotten in touch with Sidekim yet.

New Stove for the Kitchen: Linda asked the Board to put the kitchen stove on the agenda because our stove is not working properly, and all the chefs are complaining about it. The A+ Appliance Company put in a new sensor last year for $1000, but the stove still doesn’t work. It was suggested to have the Town Council write this company a letter. Linda said she would call A+ Appliance again. Sheila recommended getting in touch with Greg Rogers.

**Extras**

(1) Special meeting: Linda suggested having a special meeting dealing only with policies and procedures in the Tiffany Room. Based upon what other senior centers are doing, Linda would like to develop our own standards of independence. The standards would involve the following: (1) appearance, actions, and capabilities at the senior center—for example, wearing suitable clothes; (2) interacting with others, including refraining from smoking; (3) maintaining suitable personal care and hygiene; (4) making independent decisions, including planning one’s own activities; and (5) refraining from causing disturbances. We already have some other policies that we decided upon some time ago, but we should go over them. In a meeting a couple of years ago it was recommended that the whole Board sign policy documents. Then Linda would have backup in writing to counter any objections to her implementation of the policies. It was suggested that Linda put down what she thinks the Board should be voting on and then give the Board members copies of standards that other groups have so that we can compare them with the proposed standards for our own group. Linda said she would do this. Angela wondered how the standards could be enforced. Since we don’t have the problems of other centers—for example, with homeless seniors—Linda’s main concern was having companions for those who require extra care and supervision. Linda cannot devote all her time and efforts to such people, at the expense of everyone else. She will send an email to the son of one of the Tiffany Room seniors, saying that the mother needs a walker and more care than just an hour in the Tiffany Room. In the end, Linda tentatively felt that maybe we could deal with these problems case by case. Gerri suggested bringing issues to the Board, and as a board we could back Linda up by sending a pertinent message to the appropriate relative concerning the problem.

(2) Gerri said she will be moving from Nahant to Virginia in the spring. She has been serving on the Board for over six years, and today’s meeting will be her last. Gerri must notify the Town Clerk that she is leaving the Board. Members were surprised and saddened that she will be leaving.

(3) Thanks to Linda P. for answering some last-minute questions concerning these minutes before I sent them out.—Joe

Adjourn: The meeting was adjourned at 2:20 p.m. The next meeting will be on January 6 at 1:00 p.m. in the Tiffany Room.

Respectfully submitted,

Joe Benson