



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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MARILYN, LYNN MURPHY, CHAIR
VIRGINA, (GINNY) DESMOND, VICE CHAIR

JAN CONOLE, DIRECTOR
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Meeting Minutes
January 17, 2023

Marilyn (Lynn) Murphy, Chair, opened COA Board Meeting in the Senior Center, Meeting Room. Meeting began at 2:00p.m. with board members present: Donna Bell, Sandy Creamer, Virginia Desmond, Michael McDermott, Lynn Murphy, Joan Unger, Kathy Walsh, Arlene Wright, Tracy Skahan

Members Absent: Joanne Aldrich, Arthur Costa
Others Present: Jan Conole, Mark Kratman

Welcome/Introductions:

Lynn Murphy, Chair, welcomed everyone to the January meeting. Lynn Murphy asked if everyone had time to read the minutes, and if there were any questions or concerns regarding the meeting minutes of December 20, 2022, with hearing none she moved on to the approval of the minutes of December 20, 2022.

Approval of Meeting Minutes: December 20, 2022

MOTION TO ACCEPT THE MINUTES

A motion was made to accept the minutes from December 20, 2022, Meeting Minutes by Kathy Walsh and seconded by Michael McDermott. The motion to accept carried.

Financials

Jan Conole reviewed the finances. Jan Conole sent the draft financials to A. Costa via email before the meeting and he said that everything looked good and everything is increasing per month; but looks like we should be on budget going forward.

MOTION TO ACCEPT THE FINANCIALS FOR JANUARY: A motion was made to accept the Financials for January by Kathy Walsh and seconded by Arlene Wright. The motion carried.

Announcements:

Lynn Murphy asked about the caregiver's peer group on the 14th. Jan Conole said that anyone can attend that group and that she doesn't attend. That group asked if they could meet twice a month and Jan Conole added a second meeting. They are trying to get more folks to attend the Low Vision Support Group and Jan Conole found a radio station that will read the newsletter and other items to folks. Virginia Desmond said that she knows of one person that is blind that gets together with two low-vision folks and they find it helpful. Michael McDermott asked if it was in the newsletter and Jan Conole said yes but folks still need help reading it. The radio station would give them a radio. We could advertise the station (on tv, newsletter, etc.). Sandy Creamer asked if we thought about doing a survey about vision (theirs or loved ones). Jan Conole said that we've done Google surveys. Joan Unger asked if we could do a reverse call type of thing. Mark Kratman suggested that we could reach out to the Mass. Commission of the Blind (they could give us resources) and reach out to the Lyon's Club.

Director's Report- COA Board Meeting

Jan Conole reviewed her report.

1. Building Updates

- a. The parts for the main boiler should be in by January 30th so we will be up and running with two boilers again.

2. Events/Outreach

- a. Christina and I met with Terry Marciello and her case manager at the Wilmington Sr. Center to discuss the EMHOT program and how they should be reaching out to us for assistance. Wilmington was the third community in our EMHOT grant when it was applied for.
- b. There have been no applicants for the LCSW position so far and I spoke with HR last week. She was going to add the posting to the MMA Mass (Municipal Association webpage). We also have only had one candidate for the van driver position. I will interview that candidate soon.
- c. The two workshops per month have been very well attended. I have included flyers for the remaining workshop in January and the two in February
- d. Individuals began calling on 1/9/23 to have their names added to the AARP tax prep list. We will call them back by the end of January or beginning of February. This is predicated on when the tax appointments are given to us by the AARP volunteers. In the past we have been able to prepare taxes for approximately 150 seniors.
- e. Our monthly DJ dance is scheduled for 1/30/23. We are always grateful to anyone who can volunteer.
- f. The Silvertone's Dance is this coming Friday. Hopefully they will have a good turnout.
- g. Greg and I are in the process of firming up selection of new tables and chairs for the main halls. The tables that are in there now are starting to separate and we lose at least 1 chair a day due to breakage. I will use formula grant funding for this expense.

3. Finances

- a. The budget looks good for now. There are no unanticipated expenses to be aware of at this point.

4. General Updates

- a. The agenda for the next meeting will be due to the Town Clerk's office by Thursday February 16 at 2:00pm. If you have any agenda items, you would like to discuss please let

Lynn know by Wednesday February 12th so we can post by 2/16/23. The next meeting will be February 20, 2022.

Old Business:

Jan Conole will make further edits to the TSC Medical Emergency Procedures once she has Virginia Desmond's edits. We will review the final version at February's meeting.

New business:

At the next meeting we could come with ideas for Lunch and Learns (e.g., banks, assisted living, etc.) and then we can reach out to places and start to get them on the schedule.

Jan Conole hasn't been able to reach anyone at the high school yet to see if we could get volunteers to host a Chess Club. Jan Conole thinks that if we had a Chess Club that folks would teach each other but would prefer to have the students in the class too. It was suggested to add it to the newsletter.

Final Comments:

Virginia Desmond said that the Christmas Dance that they held went very well. Lynn Murphy asked about profits and Virginia Desmond said that once they make a profit on these events, they will donate any profits back to the Senior Center. Most of the clubs haven't made donations in the last few years (except the Sivertone's do). Jan Conole will make a list of clubs that use our facility so we can review at our meeting. Mark Kratman asked about a Valentine's Day Dance and Jan Conole said that the Sivertone's usually recognize Valentine's Day at their February dance. Jan Conole said that we used to have a small event where they decorated cookies and played a game called Leap Year. Jan Conole said that they are going to do that this year but doesn't have a dance scheduled specifically. Joan Unger suggested that we do something separately at the Sivertone's Dance for Valentine's Day. Michael McDermott asked about the noise in the conference room and it is the refrigerator motor. Jan Conole said that when they do the preventative maintenance, the noise will probably subside. Jan Conole will ask Vinny again

MOTION TO ADJOURN: A motion to adjourn was made by Michael McDermott and seconded by Virginia Desmond. The motion carried.

The meeting adjourned at 3:11pm.

Documents Discussed and/or Presented

December 20, 2022 COA Board Meeting Minutes

Approved: Tuesday, January 17, 2023