**Essex Council on Aging**

**October 6, 2020 Meeting Minutes - Draft**

**COA Board Meeting** October 6, 2020

Zoom Link: Meeting ID: 968-706-7633  Password: 01929

**Board Members Present:** Beverly Dolinsky, Ralph Hawley, Kay Joseph,

Dick Denton, Patricia McGrath, Millie Hamlen, Mary Wilhelm

**Director, Outreach Coordinator Present**: Kristin Crockett, Tess Leary

**Board Members Absent:** Priscilla Doucette

**Meeting called to order:** 6:08 pm

* Secretary’s Report – Minutes approved (7 yes, 0 no) for the 9.8.24 meeting
* Election of Chairperson and Reorganization of Board Officer Positions – Kay Joseph was approved (7 yes, 0 no) to be Interim Chair. Dick Denton (7 yes, 0 no) was approved to be Interim Treasurer.
* Responsibilities and Aspirational Duties of Members and Directors
  + Kristen and Tess suggested additional responsibilities for board members to take on to support COA operations. Below is a listing of the responsibilities and board members who volunteered to support needed actions.
    - Strategic planning committee meeting – Kay Joseph
    - Assistance with processing bills – Dawn Burnham
    - Facility maintenance items – Dick Denton
    - Data entry and website – Bev Dolinsky
    - Volunteers for COA programs to check in participants, support activity.
    - Marketing and social media posts
* Identification of additional board members (3 vacancies).
  + Dawn Burnham was nominated and approved by the board (7 yes, 0 no)
  + The following individuals have been nominated to become COA Board members. They will be contacted to learn of their interest.
    - Laura Doyle
    - Sue Lufkin
    - Gil Frieden
* Treasurer’s/Budget Reports - Kristen
  + We are under budget on a few line items. Some of this intentional as Kristen does does not yet know what state funding will be on the Formula Grant (based on the number of elders in the community). The money will enter the account in the spring Other line items are as expected. Treasurer report was approved (7 yes, 0 No)
  + Gift Fund Report –
    - $11425.00 currently in the fund.
    - Farmer Dave’s food produce will be paid using this fund. A $1200.00 donation was given to provide food.
    - There are no other donations to be voted on for this month.
* Director’s Report
  + COVID-19 Status Report
    - Tent provided through COVID funding is up and running.
  + Food distribution
    - Meals continues to be largest program for September. The COA provided meals to 79 community members which continues to be a high rate of delivery.
  + Social services update – Services continue on an as needed in person basis.
  + Transportation update – up and running although numbers are low.
  + Facilities update – Bird nest needs to be removed from electrical wires. Refashioning of janitors closet has been approved. This will move forward. Bids for replacing of the Center’s flooring will also be moving forward.
  + Activities – men’s breakfast has been added under the tent and went well. 62 people attended the physical exercise classes or breakfast meals.
  + Medicare –
    - SHINE health insurance consultation has begun.
    - Congratulations to Tess for being certified as a SHINE counselor.

Kristen was honored by SeniorCare as were other COA Directors for their extraordinary work during COVID. Congratulations to Kristen!

**New Issues:** There were no new issues.

**Public Comments**: Scarecrow friends project across town has been very going well with 83 scarecrows being made.

**Meeting adjourned:** 7:15

Next Meeting will be November 10th rather than November 3rd (election day)

Minutes submitted by Beverly Dolinsky, Secretary