

# Sturbridge Council on Aging Board

## Meeting Minutes

Tuesday, February 20, 2024

### **I. Call to Order:**

Chairperson, Rebecca Mimeault called the meeting to order at 10: 10 a.m.

### **II. Roll Call:**

#### **Present:**

Rebecca Mimeault, Chairperson  
Annette Roberts, Vice Chairperson  
Joan Chamberland  
Diane Clark  
Deb Steinberg  
Bonnie Brandt  
Ken White  
Ann White

Joyce Bradley - Volunteer Secretary

#### **Absent:**

Margaret Darling

#### **Staff:**

Leslie Wong, COA Director

### **III. Approval of the January 9, 2024 Meeting Minutes:**

**Vote:** approved 1<sup>st</sup>: D.S., 2nd : J.C.

### **IV. New Business:**

#### **a. Directors Report:**

- A new inter-generational program with the Southbridge Garden Club along with 4<sup>th</sup> thru 6<sup>th</sup> grade Girl Scouts will be held March 12 between 4:00 - 6:00 p.m.
- Starting in April, there will be a Veteran's Monthly Coffee Social every 3<sup>rd</sup> Thursday led by a Veteran. Refreshments will we available.
- There will be a bi-monthly National Day program, highlighting what the National Day is for that month.
- There is a Book Club starting in March\_26 with the Joshua Hyde Public Library for Grandparents and Grandchildren at the Senior Center on Tuesdays at 4:00 p.m. for about 1 hour. Healthy snacks will be served.

- The well attended Painting Classes with Lisa, will be changed to every 3 months.
- A Rise & Shine brisk walk is being offered on Mondays starting April 29<sup>th</sup> at 8:30 a.m. The group led by either Leslie or Marsha will meet at the entrance to the Federated Church, weather permitting.
- Intro to Spanish classes (6 weeks) led by Severina, will begin on Monday, March 11<sup>th</sup> at 2:00 p.m. and continue through April 29<sup>th</sup>. A \$10.00 donation is suggested in lieu of a fee to the instructor.
- In collaboration with the Friends of the Joshua Hyde Public Library, a Data Art class will be offered via ZOOM on Tuesday, April 9<sup>th</sup> at 4:15 p.m. with Jill Pelto. Jill uses watercolors to present and tell stories about science data.
- Leslie looked into a suggestion from last months meeting, for a program inviting a Medium and suggested it would involve a lot of work and the fees could possibly be prohibitive at this time but could be addressed at a later time.
- Leslie encountered some difficulty with individuals who had missed the sign up for classes for March & April. She reminded them that sign up for March & April was February 12 - 16 for residents and February 19 for non residents. Since some classes filled up very fast many people were not able to make the cut off. In the future, due to many members trying to sign up on the exact date in person, all members calling in must call in after 10:00 a.m.
- The Arthritis class run by Charice is doing very well but will be limited to 20 members. Charice announced she is running a Chair Yoga classes at the Southbridge Senior Center free of charge on Tuesdays. All are welcome.
- The Memorial Day event on the Common held by the Senior Center will be held on May 23, 2024. Leslie will, once again, be serving hot dogs.
- Funding for the Seniors has been decreased from \$36,000. to \$18,000.
- Leslie mentioned several Board members are scheduled for the Conflict of Interest training which is every year and The State Ethics training which is every two years. Leslie will notify the Board members which classes they need to attend.
- Leslie plans on adding a Parkinson class, run by Charice.

## **V. Discussion:**

### **a. Discussion on Senior Center Renovations:**

1. All is still moving forward with the renovations at the Senior Center. There has been some updating of pricing for work being done due to supply and demand. The foundations for the new addition are almost completed and the wood beams are in. Things are still moving along at a good pace with considerable progress. Leslie is still meeting with the builder on a regular basis and continues to visit the site and post pictures on Facebook to keep the community updated.

### **c. Goals for 2024 - 2025**

1. Ken shared his report on a detailed search into running the new commercial kitchen at the renovated Senior Center from the Ware Senior Center, which are as follows:

a. The Center hired a Chef from a local restaurant to work part time (19 hrs. per week with no benefits). Their duties include, all the cooking, ordering the food, in charge of

all the kitchen help including volunteers who could use a senior tax write-off, working closely with the Board of Health, and overseeing inspections every 2 years.

- b. Local schools were contacted for a Nutritionist.
- c. A food vendor will be needed to deliver the food.
- d. They let local organizations such as Little League, Soccer, Boy Scouts etc. Use the kitchen for free but must pay for their own food. The Chef volunteers his time to cook as a way of giving back to the town.
- e. Menus are submitted to the Nutritionist 2 months in advance.
- f. Payment for meals at a flat fee of \$2.75, If a hardship case there is a meal assistance program where if accepted, meals are free and the Friends Program would offset the cost.
- g. Cash shortfalls are picked up by the Friends.
- h. A Finance Coordinator was hired for 19/hrs. a week to track funds and produce a spreadsheet of all spending and receiving.
- i. Suggestions were made to hire a responsible, good chef and let them do the job and not tell them how to run the kitchen. Also, for fund raisers, using "Restaurant Depot" in Springfield for food such as chicken, turkey, beef and pasta at lower costs.

2. There were many great ideas and suggestions for Grand Opening which are listed below:

- a. Ribbon cutting
- b. Flag ceremony with the VFW raising the flag
- c. Music such as, marching band, orchestra, choir, bagpipes, DJ, sound system
- d. Small group tours
- e. T shirts for volunteers
- f. Program info
- g. Program demos
- h. Survey questionnaires to be given out
- i. Photo/TV display of Senior Center renovations, before/after
- j. Gift bags with pens, water bottles, reusable totes, tiny flashlights, alert whistles, letter opener, bottle opener, etc. Leslie to contact Center of Hope for bags
- k. Bemis centerpieces
- l. Friends 50/50 raffle
- m. Friends mass mailing invitations
- n. Friends membership, donation/sponsorship table
- o. Open House to run from 10/11 a.m. to 7 p.m.
- p. Community participants to include, Senior Center Staff, COA Board, Friends Board, Building Committee/Commissioner, Town Administrator, Selectman, SALT-Police/Fire
- q. Programs to run all day
- r. Several TV's playing showing programs such as exercise classes, special presentations, etc.

3. The sub-committee for opening day will be addressed at the next Board meeting in March.

**VI. Old Business:**

No old business to mention.

**VII. Schedule Next Board Meeting:**

Tuesday, March 12, 2024 at 10:00 a.m. at the Town Hall

**VIII. Motion to Adjourn:**

1<sup>st</sup>: A.W., 2<sup>nd</sup>: D.C.

VOTE: 8-0

**IX. Adjourn:** 11:50 a.m.