

TOWN OF SHEFFIELD  
COUNCIL ON AGING  
MARCH 8, 2016  
SHEFFIELD SENIOR CENTER  
4:00 pm

Board Members Present: Kathy Staropoli, Chairman  
Michelle Harwood, Treasurer  
Richard Magenis, Secretary  
Patricia Hardisty  
David Smith, Jr.  
David Steindler  
John Gilligan  
Dorris Van Deusen  
Annie Ryder

Board Members Absent: Helen Johnston  
Carol Sica

Others Present: Jennifer Goewey, Executive Director  
Madonna Meagher, Assistant to the Director

Chairman Staropoli called the meeting to order at 4:00 pm.

**APPROVAL OF MINUTES:**

David Steindler moved to approve the February 9, 2016 minutes as presented, seconded by Michelle Harwood. The motion carried unanimously.

**EXPENSE REPORTS:**

Director Goewey presented the Council on Aging (COA) budget. Discussion ensued regarding the overall budget and funding for the remaining fiscal year. Director Goewey stated although some specific line items were in a deficit the overall budget remains in good shape. Discussion ensued regarding the advertising and printing allocation in which Director Goewey stated that we can shift funds from the postage line to printing to cover the remaining newsletters. There were no expenditures from the Formula Grant; however Director Goewey stated that, moving forward, there will be a shift and more of the transportation expenses will come from the

Formula Grant. *Dorris Van Deusen moved to approve the Council on Aging Budget as presented, seconded by Richard Magenis. The motion carried unanimously.*

#### **EXECUTIVE DIRECTOR REPORT:**

Director Goewey presented the Council on Aging with the March calendar to review. Director Goewey stated that she and Madonna have been working on finalizing a three month activities calendar. There are two more grants that need to be implemented during this time which will require a lot of work. Discussion briefly ensued regarding programming.

Richard Magenis reminded Director Goewey that the Spanish Class would not take place the weeks of March 14<sup>th</sup> & 21<sup>st</sup> and will resume on the 28<sup>th</sup>. He has notified his students he will be out of town. The Men's Breakfast will have Sam Barrett as a guest speaker for the March 28<sup>th</sup> breakfast and he will talk about maple syrup production.

The February transportation report totaled 127 rides for 15 users. A new category has been added to our reporting: financial/legal because it seemed important to separate it out from "other" since we have had an increase in that need. Director Goewey reminded the committee that the categories can get more specific and so we will do that in the future.

Director Goewey submitted the grant to help secure our own van through the Berkshire Regional Transit Authority (BRTA). It included a very detailed report of our current services and statistics. Director Goewey announced that the Council on Aging has been awarded the transportation mini grant to offset overhead costs including office supplies, outreach and volunteer recruitment. The turnaround is quick, and expenditure date is April 22 and the reimbursement is by May 17. Transportation brochures have been printed and will be distributed around town and we'll reach out to neighboring towns and facilities. Discussion ensued about where to place our Crier calendars and to include on each sheet our name and phone number and that transportation can be provided. Director Goewey said we could create a separate document for distribution.

Director Goewey reported that participation at the congregant meals continue to increase and we are up to 66 participants in the program. Director Goewey stated the Council on Aging received the \$2,500 grant from the Elder Services and she will meet with the town accountant to set up the account. John Gilligan reported that he attended the monthly Elder Services meeting in Pittsfield and reviewed the menus. The menus have changed and there are more varied meals. Discussion ensued regarding Bingo taking place after the congregant meal. It was the consensus of the Activity Committee members that this time slot has been successful and will remain after the Congregant Meal permanently.

Director Goewey reported that there are a couple of grants that need to be implemented in the next couple of months and she has dedicated a block of time to work on the programs. Director

Goewey will also be working on special brochures including: one for services, activities/programs, and one for volunteer opportunities at the Senior Center.

#### **CHARIMAN ITEMS:**

Chairman Staropoli reported that the Activities Committee met and had a very productive meeting. Many events and activities are planned for the next three months including the Men's Breakfast; a ukulele band, Mother's Day Tea, "Live Your Life Well" program and more. Assistant to the Executive Director Meagher has planned several trips including a trip to the Albany Tulip Festival, Hildene in Manchester, Vermont and to Ventfort Hall in Lenox. Discussion took place at the activities meeting regarding Bingo and the funding of the program. It was the consensus of the committee to put out a donation jar for people to contribute to and encourage participants to bring a friend and promote attendance. Chairman Staropoli stated that Director Goewey also has several health programs scheduled including bone density scans held on site here at the senior center. Lastly, Chairman Staropoli suggested that the Friendly Visitor Program should have a meeting in the near future to discuss offering grocery shopping help for shut ins. Discussion ensued briefly about tracking this type of assistance statistically. Director Goewey also stated that she would like to have a better system of tracking volunteer hours since not everyone consistently logs in their hours on our data base.

#### **FRIENDS ITEMS:**

Michelle Harwood stated that Mike Shiels has postponed starting the lower lever, however will start framing within the next four weeks.

The Friends have a couple of fund raisers planned including a "Paint and Sip" that will be at Bogies on March 11, 2016 from 6-8 pm which is filled to capacity. Another upcoming fundraiser is a paper quilting workshop scheduled for March 19, 2016 at 1pm. They also have scheduled Mary Ellen O'Brien who will present a program on floral design on Saturday, April 23rd, 10 a.m. to noon at the senior center. Lastly, an Antique Appraisal Night has been scheduled for April 29<sup>th</sup> from 7-9pm.

Patricia Hardisty spoke about a raffle basket fundraiser that she has organized and put together. The basket will be raffled off every month at the Third Thursday Pot Luck lunch, with a different theme each month. Raffle tickets for the basket will be sold throughout the month, and Hardisty encouraged others to donate to the basket either with items or monetarily and she will then purchase additional items to fill the basket.

Michelle Harwood stated that Assistant to the Director Meagher came up with an idea to have a donation envelope created and ready for those who wish to make a contribution to the lower level fundraising initiative that the friends are actively working on. Harwood has since printed

the envelopes and they are now available at the front reception desk. Harwood also reported that the Friends have received a six hundred dollar donation to be used for a matching grant, and that goal has almost been successfully met.

**UPCOMING MEETING:**

The next meeting is scheduled for April 12, 2016 at 4:00 pm.

*Dorris Van Deusen moved to adjourn the meeting at 4:50 pm, seconded by Michelle Harwood. The motion carried unanimously.*

Respectfully submitted by,

Madonna Meagher

Assistant to the Executive Director

Documents Reviewed:

COA Budget, Formula Grant Budget, March Calendar, Donation Envelope