

HARVARD COUNCIL on AGING

MONTHLY BOARD OF DIRECTORS MEETING

TUESDAY, SEPTEMBER 19<sup>th</sup>, 4 pm

Call to order : Guy Oliva @ 4:00 pm. Gave notice of the taping of the Zoom meeting, citing pertinent laws.

In attendance: Guy Oliva, Margaret Murphy, Beth Williams, Wade Holtzman, Kelene Blumstein, Lynne Musto Pesa, Ira Ockene, Chet Hooper, Debbie Thompson

Absent: Kim Schwarz

Guests: Barbara Cerva, Heidi Siegrist, both from Friends

Minutes of previous board meeting minutes. Approved without changes.

Director's report. Deb Thompson highlighted her written report, including:

- Activity schedules restarting, men;s bridge, one cancelled trip
- Open house to be 1-3 on 10/4, board members should come. Jamie Edlridge and Dan Sena are expected. Hors D'doeveres will be served, partner agencies will have booths and handouts, Nancy Webber (yoga) and Deb Oliva (Zumba) will lead demos.
- Budget for next year is in today. Deb explained the two choices
  - Level Service – same as this year
  - Level funded – back to previous year, hours needing reduction.
- Outreach continues to be busy

Treasurer's Report: Margaret reviewed the year to date budget, which covers the First two months of the year, pointing out that the percentage used should Not exceed 16.5% if budget is to be met at years end, assuming roughly Level expenditures. COA expenses show 22.8%. Deb explained this was due To cleaning expenses of the new building, which had never appeared in the COA budget. Since the prior cleaner is still responsible for Hildreth and Buildings, he cannot clean the new space. Board members discussed this Issue, highlighting the need for clarity on whose budget has had this line Prior, the need for its inclusion somewhere, since it is a mission critical Function for both hygiene and safety, and complimented the stellar job the Current cleaner is doing. Deb said she was to turn in her completed budget

I the next day and would both discuss this and add a written explanation. (She had written something up in the first draft.) Deb promised to send the budget and the explanation to the Board members at the same time, since her vacation would begin in two days. Year end not received yet from last year making comparisons impossible. (Some unused funds were turned back in, which could be part of this discussion. Other options for managing this shortfall included a fee charged to non-partner, non-town users, seeking alternate funding, and reducing hours for staff. There was that this would impact programming and activities and alternatives should be sought.

AV System installation at new COA. No update is available at this time.

HCTV request to CPIC: HCTV wants to pay to install equipment that they could use at no cost to COA. This article is under warrant, and received praise from Board members.

Public comment – Non.

Other items – None

Oliva ended the meeting at 5:04pm