

**Harvard Council on Aging
Board of Directors Meeting
Annual Planning Session
August 26, 2014
Hildreth House**

Present: Pam Frederick, Sue Guswa, Hank Fitek, Bruce Dolimount, Connie Larrabee, Suzanne Roberts, Carlene Phillips, Katie Petrossi, Fran Nickerson, Deb Thompson

Call to Order: 9:05

The minutes of the June 16, 2014 board meeting were approved as submitted.

**Committee Reports:
Program Committee**

Pam commended the committee for pulling together seven great programs this past year.

Joan Goddard, the program coordinator, is funded for more hours this year and wants to participate in planning committee meetings.

Katie said this year's programs will focus on basic life transitions issues. She hopes to create social networks and sub-networks for older adults and to initiate self-directed programs so as not to put more burdens on staff

Talking Points Committee

The new COA brochure will be ready by mid-September and the Talking Points sheet is being finalized and readied for printing.

Finance:

Bruce wants to work toward a goal where we're not always begging for what we need. He suggested investigating whether we have to get van service through MART, which has been problematic for years.

He also urged using money from the revolving fund to support more programs for homebound seniors.

Hildreth House Improvement Committee

The HHIC will recommend going forward this year with a request for funding at Annual Town Meeting. The COA board agreed to support the request and will take the lead in submitting a request to the Capital Planning and Investment Committee. Most members urged going for the whole \$3.6 million project, but agreed that passage of Phase One is critical.

Board Reorganization

Election of new officers: Co-Chairwomen Sue Guswa & Connie Larrabee
Treasurer Bruce Dolimount
Recorder: Pam Frederick (with Carlene as back-up)

Minuteman liaison: Hank Fitek

Term limits: Board members briefly discussed term limits and agreed that a task force should consider that issue as part of an overall update of our policies and procedures. Pam, Katie, Fran, and Connie volunteered to serve on that task force.

Standing Committees

The following standing committees were established for the upcoming year:

Communications Committee – Katie, Bruce, Sue, and Hank

Program Committee – Katie, Carlene, Pam, Suzanne, and Sharon Briggs (FCOA)

Building and Grounds – Bruce and Hank

Housing Committee – Sue, Pam, Fran, and Suzanne

Hildreth House Building Project Committee – Connie, Fran, Hank, and Bruce

Meeting dates:

The board agreed on the following 2014 meeting dates: 9/15, 10/20, 11/17, 12/15

Goals for the 2014-2015 year

The board reviewed last year's goals and suggested areas we should focus on for the coming year. After a lengthy discussion, members agreed on two main goals:

1. Strengthen the COA's capacity to provide social outreach services; seek necessary funding for additional hours and/or personnel
2. Create and promote a vibrant COA image that captures its strength and spirit

Other suggested goals include:

Seek a development person to help the FCOA

Establish liaisons to the Board of Selectmen and the FCOA

Katie, Sue, Connie, and Pam (2nd Wednesday 6:30 – 8)

Encourage and expand ongoing programs at Hildreth House

Create additional networks and activities at Hildreth House

Boost collaboration with other organizations

Explore options for serving Devens

Explore grants and funding

Improve data documentation

Miscellaneous Reports:

Fee Policy - The board discussed setting a fee policy for out-of-towners attending COA meals. It was suggested that residents and volunteers continue to pay \$2 if they can, and that others be charged an additional fee. Debbie will come up with a recommendation for out-of-town attendees and report back to the board.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted, Connie Larrabee

