

Rockport Council on Aging
Minutes from meeting Tuesday, August 16, 2016

Attendees:

Mitch Vieira
Diane Derow
Sue Terry
Donald Sudbay
Shirley Conway
Joanne Wood
Nancy Kearns
Lydia Souza

Absent:

Coleen Magrath
Christine Marek
Ann Gilboy

Distribution:

1. Minutes from Tuesday, June 21 2016
2. Agenda for Tuesday, August 16 2016
3. Director's Report July & August , 2016
4. All Departments Expenditures Report 7/01/15 to 6/30/16 - Federal Grants
5. All Departments Expenditures Report 7/01/15 to 6/30/16 - Other Special Revenue
6. Unduplicated Client Count provided by activity - Supportive Services 6/16/16 - 8/16/16
7. Unduplicated Client Count and Total Units Provided by Activity - Recreation 6/16/16 – 8/16/16

- Meeting called to order: 5:30 pm
- Minutes from June 21, 2016 approved as written: Motion by Nancy Kearns/seconded by Joanne Wood. Unanimous by those present at the previous meeting.

Director's report: Diane not present to review. No questions or comments.

Financial Report and Activity Reports: Motion to approve the Formula Grant Usage Proposal as presented: Motion by Don Sudbay/seconded by Shirley Conway. The group requested that Diane inform the Board regarding the \$635.00 unencumbered balance. On August 2nd, Diane attended the Traffic and Parking commission hearing to appeal the 15 minute parking limit opposite the Community House on Broadway. Nancy Kearns also present reported the request has been taken under consideration pending discussion with the current business involved.

Chair Derow discussed COA Board Operations with the group:

- COA Board officer opening: the Secretary position remains vacant. Sue Terry volunteered to do meeting minutes until a board member accepts the position.

- Components of the Open Meeting Law were discussed with ATA Mitch Vieira. No discussions outside of posted meetings may take place.
- The need for subcommittees to work on Board related projects & then report back to the full Council with suggestions/to be acted upon by full COA Board:
 - Don, Shirley, Joanne, Coleen and Diane will work on Mission Statement development
 - Nancy, Sue, Coleen and Diane will work on web site development (Nancy is trained on the town web site ops and is familiar with its personnel). To also include outreach to COA Friends to develop link.
Lydia Souza will wait to decide
- Role of COA Board members – Mitch suggested members review EOEa resources. Chair will reach out to EOEa outreach to inquire about setting up a regional site visit.
- Joanne asked about volunteer recruitment. Shirley inquired about the ad/announcement which was developed last spring for placement on the Volunteer page of the Town's website as well as the COA web page. Diane to be requested to report status at next meeting.

Meeting Adjourned at 6:40 pm Motion by Shirley Conway/seconded by Sue Terry. Unanimous.