

## HANOVER COUNCIL ON AGING

### Minutes of the Regular COA Meeting, January 8, 2018

The Regular Meeting of the Hanover C.O.A. Advisory Board was held on Monday January 8, 2018, at the Hanover Senior Center. The meeting was called to order by Chairman, Don Buckley at 9:05 AM. Six members were present: Don Buckley, Claire Flynn, Ellie Kimball, Roger Leslie, Carol Mattes and Les Molyneaux. Absent was Dick Farwell. Additional attendees were COA Director Tammy Murray.

The minutes from the December 11, 2017 regular meeting were accepted.

Director Murray handed out her monthly report and monthly budget review. She will share December and January statistics at the February meeting.

Tammy shared that there will be a program on Sunday, January 28, Swing Fever Concert featuring Steve Rudolph. This is a program in conjunction with the John Curtis Library.

In reviewing the budget and 2019 budget requests the board discussed the need for a generator. After discussion, a motion was made and seconded to submit a warrant article for a generator. Roger Leslie was going to stop by the Town Manager's office to be sure of the procedure for submitting an article. Carol Mattes will submit article after Roger shares the process. Deadline for submission is Friday, January 19, 2018. During the 2019 budget discussion we reviewed the bi-fold doors, issues with the sound and recognize that the salary line will have an up-tick with the new salaries based on the new union contracts.

Tammy shared a copy of the town's proposed (town-wide update policy). There was some discussion and from the most recent selectmen's meeting there will be a revised policy shared at a later date.

Tammy shared that she is the interview process for the Volunteer Coordinator.

Tammy reviewed the changes she is making to the layout and font of the newsletter and asked our opinion. She also discussed the challenges she is facing in getting our newsletter delivered timely from the Hanover Post Office. The printer who folds and meters our newsletter does the same for other Senior Centers and they are delivered in those communities 5-7 days sooner than Hanover and the printer delivers them to Brockton Central Post Office at the same time.

The board reviewed the Council on Aging by-law. A motion was made to accept the changes made to the by-law to reflect the by-law that is currently on the books. The motion was seconded and passed unanimously.

The board reviewed their guidelines. A motion was made to accept the amendments to the guidelines. The motion was seconded and passed unanimously.

The board reviewed the policy manual (formerly handbook). The amendments were in the Van Transportation Policy. A motion was made to accept the amendments to the policy manual. The motion was seconded and passed unanimously.

The board reviewed the strategic plan amendments. The major amendment was in the background of the Council on Aging to reflect that the COA means the board and not the building. The building is the Senior Center. A motion was made to accept the amendments to the strategic plan. The motion was seconded and passed unanimously.

During the strategic plan review the COA recognizes that the mission and vision statement need to be revised and that is one of the strategic initiatives for the first quarter of 2018.

The board is also reviewing the strategic plan project plan so that at the February meeting we can solidify start and end dates on the plan. Areas discussed were:

Marketing

- Brochure(s)
- Logo
- Website cleanup
- Newsletter

Programming

- Exercise
- Musical Performances
- Acting
- Artists
- Evening Yoga
- Possibly Evening Zumba

- Food Service – 2 meals per month starting 1<sup>st</sup> quarter 2018
- Food Services – weekly meals by 1/1/19

Community Outreach – is up

Facilities

- Generator – warrant article May 2018 town meeting

The next regular meeting will be on Monday, February 12, 2018 at 9:00 AM.

Respectfully submitted,

*Carol Mattes*

Carol Mattes  
Secretary

CC: Hanover Council on Aging Advisory Board Members  
Tammy Murray, Hanover Elder Services Director  
Assistant Town Manager/Community Services Director Tony Marino  
Town of Hanover Selectman