

Millbury COA
Meeting Minutes
December 21, 2022
7:30 am

2023 JUN 30 AM 10:09

Members In Attendance: Steve Walinsky, Stuart Mulhane, Kevin Higginbottom, Laurie Corkery, Laurie Keefe, Director Joshua Ryan Program Administrator. Absent was member Rick Townsend.

Brief greeting and introduction.

No previous minutes to review.

VOUCHERS: Director Laurie Keefe informs board members of account amounts. Budget is on track. Laurie informs the board that gift account is being used for Food Pantry. The revolving account is used to pay for programming as well as instructor fees.

Steve Walinsky presented the monthly report from the Friends Group. (attached)

STANDING REPORTS: discussion regarding the budget – Again, Laurie Keefe will confirm policy and procedure as well as monthly reports available for the board.

PERSONNEL: All staff remain the same. Everyone works well together.

LEGISLATIVE: Senator Moore visited the Senior Center last week.

SENIOR CENTER USAGE: The Lions club has scheduled a few more district meetings at the Senior center. The police department used the Senior Center for their pinning ceremony on Tuesday December 6th. Also Brierly used the Senior Center on Monday November 29th.

PROGRAM PARTICIPATION: Ms. Keefe explained that we are still working on getting everyone entered “My Senior Center”, we are building the data base from the ground up so it will take time, but we are making great progress. Ms. Keefe also advised that the newsletter mailing list is growing. Ms. Keefe has given the board stats of people and events into the senior center for the month of November. Numbers are continuing to increase. The board was also informed that there is now a monthly drawing for people that sign in on the kiosk.

Building and grounds: Ms. Keefe advised the board that the roof leaked. She advised that in the near future the flat part of the roof will need to be replaced.

Elder Services: Ms. Keefe advised there are about 85 meals on wheels going out a day. She also advised that there is about 15-20 meals served daily in the Senior Center. She also advised that Elder services will be providing lunch for the Christmas parties on Thursday December 22nd.

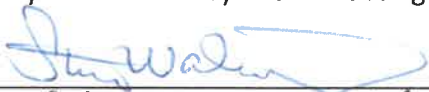
Outreach: Laurie Keefe advised the board that there has been an increase in fuel assistance request. The Senior center is still making appointments to help people apply for fuel assistance. Ms. Keefe also let the board know we will be handing out Christmas dinner baskets on Friday 12/23.

DIRECTORS REPORT: Laurie Keefe gave updates on upcoming events at the Senior Center. The Chain of Lights was a huge success. About 400 people come into the Senior Center for Chain of Lights. Ms. Keefe informed the board they are getting quotes to have the floor replaced in the health room. Also, they are getting quotes to replace the dishwasher that is no longer working. Ms. Keefe spoke about programs that are planned. Memory cafe was Cookie decorating. Tomorrow they are having their Christmas party expecting upward of 77 people. Ms. Keefe also gave an update about the continuing progress of de-cluttering the building. Ms. Keefe has also advised the board she is still working on a Policy and procedure manual for the COA/ Senior Center. Ms. Keefe will be doing an 8-week journaling class. The board was advised that the Senior Center will follow the schools closing and or delay schedule for inclement weather. The food bank application has been submitted and we are waiting to hear back when we can take the tour of the facility and the class on how to pick up. Ms. Keefe also told the board she would like them to think about their long term and short-term goals for the Senior Center.

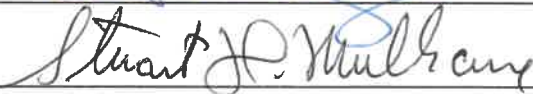
FRIENDS REPORT: Judy O'Connor requested to have a store in the Senior Center. The board agreed to table this until the policies and procedures are done.

Meeting was adjourned by Mr. Walinsky. Next meeting date is January 18th.

Steve Walinsky

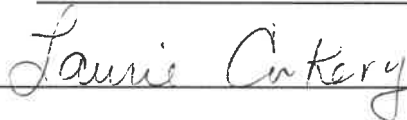


Stuart Mulhane



Kevin Higginbottom

Laurie Corkery



Rick Townsend

Respectfully submitted:

Joshua Ryan, Program Administrator