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# Council on Aging Meeting Minutes 8/13/18

## Monterey Council on Aging (COA) Minutes of August 13, 2018 – FINAL

The meeting convened at 10:03. Present Were: Kay Purcell, Kyle Pierce, , Norma Champigny, Ruth Champigny, Ilene Marcus, Cynthia Weber, Roz Halberstadter.

Minutes of July 9th were read and approved with changes.

Policies and Procedures Review: Draft of Policies and Procedures for the CoA was distributed. Idea was to document the way the council operates. Discussion on how to manage mailing lists and database of census, addresses and services provided. Also remember to put mileage for CoA members reimbursement. Kyle Peirce motioned to accept polices and procedures as slightly amended. K Purcell seconded. No one opposed. Passed.

Budget: (all documents in the file) K will go over all receipts and filing with Ilene and proposed that we get a statement from the account, each month so the CoA knows what is paid.

- FY 18 rollover grant money: \$298.82 per K's accounting
- Town Budget: \$3,060.00 and remaining is \$1,701.50
- Gifts and Donations: \$365 remaining

Next Year Budget:

- State Budget is \$12 per person which will be \$6000 from the State for the year.
- Town Budget is \$3,125
- Van costs is now \$4,800. Cynthia talked about how important the van service was for the community as all can use and it's such a service to rural community, that it is important to keep it going.

State grant must in by October 1<sup>st</sup>. K will work on it and train Ilene with Terry who has done it previously.

Answering Calls on the COA number 413-528-1443 ext. 247:

- Norma has been checking the number and keeping a list
- Moving forward, Norma will bring the list to meetings and we can go over as appropriate
- Calls will be referred to K and to Kyle as appropriate

Elections:

Chairperson: Ilene nominated Kyle. Norma seconded (third)! Unanimous Election of Kyle.

Secretary: Kyle nominated Ilene and Ruthie second. Unanimous election of Ilene for secretary.

Fall Dance: Plans for Fall Dance on September 22 from 2 – 5 pm. Jeanne Compter, arranged. Kyle will work on outreach. Ilene will work on food. K will work on insurance memos and fire house set-up

Working Budget for Fall Dance	
Caller & Music	\$100 – Kyle to get final contract
Insurance	K to get letter for pavilion cover
Fire House Set-up (4 tables and chairs = 40 seats;	\$150 – K arranged and have to figure out to pay
Food (doughnuts/apples. Cider/water)	No more than \$80 Ilene to check it out with big Y – includes paper /napkins
Printing costs of flyers	Flyers post; paper; signs for dance
Total	\$330 estimated

Chairperson's Report: Kyle checked in with Melissa and has to propose to town a technical change in the town CoA bylaws – we are the only committee that has citizens of the town, will change just to members. Kyle needs to write a letter. Kyle also checked on all people involved with CoA and only Linda Hebert will need to officially resign.

Next Meeting is Thursday September 6<sup>th</sup> at 10:00 am.

Meeting adjourned at 11:35 am

Submitted by Ilene Marcus