

COUNCIL ON AGING BOARD

February 7, 2018

Meeting opened at 1:30pm

Members present: David Ketchum, Gladys Johnstone and Chris Asselin

Staff present: Chris Hottle

Public Speak: None

Other: Rob Compton

Motion was made by David to approve minutes from January 3, 2018. Motion was seconded by Gladys. Vote to approve was unanimous.

Director's Report:

- Maureen Hurst, Administrative Assistant is retiring March 2, 2018 after thirty years of service.
- The job description for Administrative Assistant is being updated. Since it is a union position it requires review and approval from the union. Once approved it will then be posted for hire.
- COA budget is in final phase and will be presented to Finance Committee this week.
- New vehicle being researched to replace Toyota and will be funded by bequests. The bequests have been put into municipal gift fund. The gift fund is invested and the interest generated is put back into fund.
- Increased number of programs from wellness related, computer etc. filling each room.
- Coffee hour started after holidays and is held Tuesdays at 10 and is being extended into spring. Attendance has increased each week.
- Lounge room update discussed.
- Board and Friends breakfast was held Friday, January 26, 2018 with slide show.
- Big screen TV will also be used for ongoing slide presentation in multipurpose room.
- Roof update: to be redone this summer. Money is already appropriated.

Old Business:

- Honoring donors discussed.
- Marketing to be discussed at future meetings.

New Business:

- None

Next meeting will be held March 7, 2018 at 1:30pm. Motion made by David to adjourn at 2:32pm. Motion seconded by Gladys. Vote was unanimous.

Respectfully submitted,

Chris Asselin, Clerk