

## COUNCIL ON AGING HYBRID BOARD MEETING - October 6, 2021

1. David Ketchum called the hybrid meeting to order at 1:38 p.m.

There were initially no Board members or the public entering the meeting remotely, so the MA remote meeting law was not read aloud by Moderator Chris Hottle.

Members present via roll call: David Ketchum (in person), Penny Sutter (remote, entering later), Deb Meadows (in person), and Barb Yates (in person).

Staff present: Chris Hottle (in person).

2. Public comments: No public presence.

3. Director's Report:

- The Director's Report was discussed next, to enable Shannon to present a demo of the new MySeniorCenter.com. Deb Meadows and Barb Yates received their key fob and entered their hours as Board members to the new system. This system will enable the COA to more easily track volunteer hours, staff hours, and program attendance to measure COA use. The volunteer hours will demonstrate the amount of work and dollars saved by the volunteers.
- The VMCC Building is now open, with a mask mandate required.
- The majority of the activities are now in person.
- The COA has two paid staff positions available. The Program Director position has been increased from 30 to 40 hours per week, with full benefits.
- The Wednesday luncheon has been suspended, as there is no State certified chef to prepare the meals.
- Two full yoga classes are being run and there is a wait list.
- The mobile food pantry is now in-house. The Family Food Pantry volunteers cannot enter the building, so the COA staff and volunteers provide the heavy lifting.
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4. **MOTION** made by David Ketchum to approve the minutes of the September 1, 2021 meeting. Seconded by Barb Yates. **MOTION** carried 4 – 0.

5. Old Business:

- The COA 50<sup>th</sup> anniversary is in 2022. The plans are to hold events in either April or May 2022.
- VMCC building updates: A new leak has been found in the kitchen over the regular stove. DPW is aware. The 6-7 original leaks still remain.

6. New Business:

- The Board will remain with a hybrid option for the time being.

7. The next meeting is scheduled for Wednesday, November 3, 2021 at 1:30 p.m. It will be a hybrid style meeting, allowing for in person and remote attendance.

8. **MOTION** made by Deb Meadows to adjourn the meeting. Seconded by Barb Yates. The **MOTION** carried 4 – 0. The meeting adjourned at 2:35 p.m.

Respectively submitted,  
Debbie Meadows  
Clerk