

CITY OF GARDNER

MASSACHUSETTS 01440

COUNCIL ON AGING



Charles P. McKean Building
294 Pleasant Street

T: (978) 630-4067
F: (978) 632-5965

COUNCIL ON AGING

Minutes

Board of Directors Meeting

June 5, 2023 @ 2pm Senior Center

Present:

Director Michael Ellis, Chairman Ron Darmetka, Vice Chair Paul Leone, Treasurer Theresa Hillman, Gloria Tarpey

Associate Members:

Paul Crowley, Mary Schaffer, Nancy Hebert, Barbara LeBlanc

Absent:

Kathy O'Brien, Stan Luczko, Dan Kelley, Cheryl Howes, Adele Peterson, Audrey Faucher, Ken Fournier, Tracy Hutchinson

1. CALL TO ORDER:

Meeting called to order at 2:00 pm by Chair Ron Darmetka

2. MINUTES:

Motion made and unanimously carried to accept minutes of the May 1, 2023 Special Meeting of the Council on Aging, Hillman/Tarpey

Motion made and unanimously carried to accept minutes of the May 1, 2023 Regular Meeting of the Council on Aging as amended to add Paul Leone to Item 4C, members of the BY Law Review Committee, Hillman/Tarpey

3. BOARD MEMBERSHIP

A. *Motion made and unanimously carried to recommend Gloria Tarpey as a regular appointed member for a three year term to the Council on Aging, Hillman/Leone. Gloria had previously served in the capacity of the Golden Age Club Representative until that provision was removed from the City Charter.*

B. *Motion made and unanimously carried to recommend Paul Crowley as a regular appointed member for a three year term to the Council on Aging, Hillman/Tarpey.*

4. TREASURERS' REPORT

As of May 31, 2023, the City General Fund/Operating Account has an ending balance of \$41,541.57. Some minor transfers have been made between operating sub accounts to ensure no negative balance.

There have been no changes in the balance on the Gift Fund which ended in May with a balance of \$65,536.24. Terri noted this fund is restricted and can only be used , in part or whole, by vote of the Council on Aging.

The Revolving Account has a balance of \$32,263.66. The COA incurred \$455.21 of expenses in May while taking in \$639.50 in revenue.

The FY 2021 State Grant was closed out. No new expenses were incurred in May.

The FY 2022 State Grant was closed out in May. There were \$580.70 of instructor expenses in May.

The FY2023 State Grant Fund has an ending balance of \$46,361.00. with \$639 being spent on instructors.

Mike gave an overview of expenses for the State Grants (total) noting that of the \$41,906.80 in expenses this year, \$13,000 was used for the Outreach Coordinator, \$13,000 was used to pay instructors, \$4,000 covered software and tech, \$3,500 covered table rentals and purchases as well as a small copier for shine and a shredder for tax preparation services, and \$2,000 covered accessibility related costs.

The State Grant Consolidation Fund shows a total balance of \$46,361.00, which is the cumulative balance all open individual State Grant Accounts.

Motion made and unanimously carried to accept the Treasurer's Report by LEONE/TARPEY.

4. OLD BUSINESS

A. Age Friendly Designation-

Letter sent to Mayor and Council for support. Appeared before the Welfare Committee to give overview. Recommended unanimously by Welfare Committee to Council as a whole.

B. Waterford St. Facility Update

Director Ellis provided a brief update on work. In process of getting state applications and approvals.

C. By Law Revisions

Director Ellis presented an overview of proposed changes and reasoning for all changes. Additional changes were proposed including:

Article VI, Section 1, subsection A, bullet 1, include the following:
"where practicable.

Article VI, Section 1, subsection B, strike words "Senior Center COA Director" and replace with "CEO of the COA"

Article VI, Section 2, subsection B, strike words "Senior Center COA Director" and replace with "CEO of the COA"

Motion made and carried unanimously to recommend the by-law revisions be made and to schedule a special COA meeting on July 12 to formally consider and finalize the changes to the COA by-laws, Tarpey/Leone.

5. NEW BUSINESS

A. Directors Report:

Mike Ellis reviewed programs and services for the Center for the months of June and July.

6. OPEN DISCUSSION –

There was no open discussion

7. NEXT MEETING DATE:

At the request of the Chair and with consensus of the Council on Aging, a special meeting of the COA is scheduled for July 12 at 11:00am for the purpose of:

- Reviewing and voting on the final revisions of the COA By Laws.
- Board Training on Open Meetings Laws
- Board Training on Board Responsibilities
- Board Training on Ethics/Conflict of Interest Laws.

The next Regular Scheduled meeting of the Council on Aging is September 11, 2023, at 2pm.

8. ADJOURNMENT:

Motion made and carried unanimously to adjourn made by Leone/Hillman.

**Respectfully submitted by,
Michael F. Ellis, CEO
Director, Gardner Senior Center**