

EDGARTOWN COUNCIL ON AGING
BOARD MEETING
April 17, 2014
MINUTES

The meeting was called to order at 8:35 am by Co-chair Glenn Carpenter. Also present were Board members Olga Church, Nancy Shemeth, Kevin Ryan and Administrator Paul Mohair. Chris White had advised she would be unable to attend.

Minutes Copies of proposed minutes from the March 20, 2014, meeting were distributed and read. Upon motion by Olga, seconded by Nancy, the minutes as proposed were adopted unanimously.

Board Members Paul said two Board members' terms expired this month: Chris's first term of three years, and Nancy's second term of three years. This is Nancy's final term and a new member will have to be found to replace her. The Board thanked Nancy for her time, dedication, contribution, and achievements. There was discussion about the positive changes Nancy helped to bring about. Kevin expressed thanks for the great job Nancy has done bringing the department through a difficult time in an unbiased and focused way. At Glenn's request, some of the department's difficult history was related. Paul presented Nancy with a card and planter containing a number of herb plants as a token of the Anchors' and staff's appreciation. At this point Peter Dreyer joined the meeting. Paul had invited him to attend a meeting with the idea that he might be interested in becoming a Board member, replacing Nancy. Paul said Chris submitted a letter to the Selectmen, requesting to be reappointed to the Board. Nancy observed that, according to the Town, a Board member can serve as Chair one year only. A nominating committee of Olga and Kevin was chosen. The committee will present a recommendation for the new Chair and Co-chair at the next meeting.

Budget Paul distributed copies of the budget report with expenses as of April 14, and as reported by the town accountant and town bookkeeping system, MUNIS. Paul said the end of the fiscal year is June 30th, and we should be close to spending the whole budget without going over. We will have to shuffle some money from line item to line item in non-salary expenses, which is allowable. There was discussion on a few items. Paul said the 2015 Fiscal Year budget was approved at the recent town meeting. Paul presented the 2015 FY budget, attached hereto and made a part of these minutes, for the Board's approval. There was discussion. Upon motion by Kevin, seconded by Nancy, the 2015 budget was unanimously approved.

Program and Volunteer Report Wendy then came to the meeting. She talked about a number of upcoming events and activities, including a mediation presentation, Ted Morgan speaking to a high school leadership class, and an oil tasting demonstration by our cook Diane. Olga will also be doing a cooking class soon with Shirley Craig. Wendy also enlisted a number of new volunteers, some of whom have been assisting in the kitchen, two more will deliver our Easter meals, others will serve as substitute receptionists. There was discussion about more events and trips. Paul said that in response to a request at the last meeting he had emailed everyone a written description of how the "special account" is managed and for what the money from that account is used. A copy of that description is attached hereto and made a part of these minutes. There were no more questions about the special account. Wendy said there was a balance of about \$2,400 in this account presently. Wendy presented a list of items our Friends usually pay for, including exercise classes, newsletters, trips, and holiday decorations. There was discussion, Wendy left the meeting.

Outreach Report Victoria had a minor medical emergency and was not present. Paul presented a brief outreach report she asked him to read. She was helping two disabled clients find employment through a state program; she has six new members in her Memory Loss Support Group; the Gate Keepers program

inspired a local plumber to call us when his truck was hit by a car driven by a local senior who appeared confused and disoriented. Victoria visited the woman, as a result of which, both she and her husband signed up for her Memory Loss Support Group as well as other services.

Friends of ECOA Report Jay Sigler from our Friends gave a report. He said the Friends maintain four accounts or funds. The general fund from which our COA has received a \$10,000 yearly donation “is in trouble.” Donations are down. Various methods of fundraising were discussed, including reducing the \$10,000 a year donation. Jay said that also the Friends’ energy assistance fund is dwindling. Another fund is “restricted” as a bequest that can only be used for improvements to the ground floor. The fourth fund contains Certificates of Deposit, some of which are being cashed to meet expenses. All of the Friends’ accounts and funds are independent from the town and can be spent as the Friends wish. There was discussion about recruiting more Friends members and new ways of fundraising. The Board and Paul agreed that Paul will review all requests for energy assistance from the Friends and that we will implement a uniform standard applied to all requests so that those seeking energy assistance will receive equal consideration.

Administrator’s Report Paul said he attended the MVC4L fundraiser at the Film Society last weekend. He also attended their Board meeting last week where he learned that the airport may no longer be a viable home site option for the C4L, but that they are now negotiating with the county over possibly leasing the former VNA building in Tisbury, if the county acquires it. Paul read an email from Karen Achille, C4L president. In it, Karen explained she appeared before the County Advisory Board last week, which totally supports the C4L’s efforts to lease the VNA building. Karen emphasized that certain code and space requirements would have to be met before the C4L could agree to a lease. The CAB directed Martina, the county manger, to bring its recommendations to the county commissioners, and to determine how much was owed on the outstanding mortgage for an idea of the financing needed to acquire the property. At the county commissioners’ meeting later the same day, Martina presented the CAB’s recommendations and, after Karen’s presentation, the county commissioners voted to proceed with this plan. The Board discussed the proposal and MVC4L fundraisers.

Outreach Report, part 2 Victoria then came to the meeting. She told more about the recent Gate Keepers related event Paul had related earlier. She said there is an effort to rejuvenate the program island-wide through the Healthy Aging Task Force. Paul spoke a bit more about the Friends fuel assistance program and the plan that he and Victoria develop some standards by which applicants are given the assistance. Victoria said she had some notes and ideas on a policy that would help create standards for the requests. She said about a dozen people received some form of assistance this winter. Victoria said the Gazette article inspired interest in more memory screening and her Memory Loss Support group. Victoria then left the meeting.

MV Center for Living No one from the MVC4L was present.

New Business Paul said he had invited Peter Dreyer to attend the meeting, hoping that he would like to replace Nancy as a member. Peter said at this point he is not interested in joining, for a number of reasons. The Board and Paul thanked Peter for his interest and for attending the meeting. At this point Peter left the meeting.

Kevin suggested an article in the island newspapers about our Friends would be helpful to inform the public and raise the profile of the Friends. There was discussion.

The Board further discussed the policy of allowing non-Edgartown residents to attend Anchors activities and events.

The Board also discussed possible new members to replace Nancy.

Upon motion to adjourn by Kevin, seconded by Olga, the meeting was adjourned at 9:45.

SPECIAL ACCOUNT HISTORY/DESCRIPTION

The “special account” was created by the town about fifteen years ago at the request of the Anchors to enable our COA to receive and collect fees, donations, and other payments generated by our programs, such as yoga, strength training, and lunch. This account is separate and apart from the one through which the town allocates and disburses our annual salaries and operating budget. Although the money from our exercise programs is now paid directly to our instructors and no longer passes through the special account, this account continues to serve as the operating account for our growing lunch program. All proceeds from our lunches, soups, coffee service, events, and donations are deposited in this account. All food purchases for our Tuesday and Friday lunches are paid for from this account. All disbursements pay for lunch or food related expenses and nothing else.

Typically, payments for our lunches are collected by our receptionist, Donna, at the time our diners arrive for lunch. Each day, Donna counts and records the amounts collected on an Excel ledger spread sheet, with separate columns for lunch, coffee, and soup. The money is kept in a cash box at Donna’s desk in a locked drawer. Donna totals the amounts to be deposited once a week (usually Thursday), and completes a town deposit slip, or sheet, with the weekly total (see blank deposit slip attached). Wendy or Paul also counts the prepared deposit, confirming the amount and signing the deposit slip. The money and signed deposit are brought to the treasurer at the town hall, who re-counts the money, signs the deposit slip, and deposits the money. Two copies of the signed deposit slip are made at town hall. The original stays with the treasurer, a copy goes to the town accountant, and one copy is retained for the Anchors’ records.

Wendy maintains a detailed bookkeeping of special account receipts, disbursements, and balances. To pay lunch related expenses, Wendy receives vendors’ invoices or bills for charges at Stop and Shop, and Cash and Carry. These may arrive by email, mail, or hand delivered by Diane, our cook. Once a week, usually Monday, Wendy gives the bills to Donna who enters the bills to be paid into the town’s MUNIS bookkeeping program. She produces a printout listing the vendors and expenses which Wendy reviews and approves by signing a warrant authorizing the payments set forth therein. The warrant, printout, and accompanying vouchers are photocopied for the Anchors’ records, then brought to the town accountant who approves and records the payments, which are made by the town treasurer once so approved.

April, 2014