

Northampton Council on Aging Board Minutes 5/17/18

Present: Bob Montague, Mary Lastowski, Donna Park, Gerriann Butler, Casey Fowler, Dennis Helmus, Deborah Epstein, Marie Westburg

Excused: Kathy Pekala Service, Mark NeJame

Absent: None

- Robert Montague called the meeting to at 1:30 PM.

Public Session – No one from the public was present.

Approval of minutes from the previous meeting

- Motion made by Gerriann Butler, seconded by Mary Lastowski, to approve the 4/12/18 minutes as written. Minutes were unanimously approved as written. Later in the meeting, Gerriann Butler said that due to emergency situations for Deborah Epstein and Mark NeJame, they should be put in as excused instead of absent as on the April minutes. The policy on absences was reviewed. Please review the Bylaws regarding unexcused absences and membership on the Board.

Introduction of the new Board Member(s) – Dennis Helmus, the newest Board Member, introduced himself.

Bob Montague reviewed current nominations and asked Board Members to think about whether anyone else wanted to be nominated for a position.

Old Business

1. **Update on Health & Safety Fair:** The Health & Safety Fair went great. There were a large number of vendors present. The boxed lunch was new and different and well received. Also, there were presentations and workshops this year. There was an Alzheimer's Presentation, one on Addictions and others. They were throughout the day and well attended.
2. **ElderVision-Friends Group:** Bob Montague spoke and said that they spent about \$1200 for the Volunteer Recognition Dinner so far. They have not received the food bill yet. They also are holding money from donations for the Lap Quilt Projects. Elder Vision can spend money for items that the City would not be able to and can apply for grants that the City cannot. The United Way grant was turned down. The CitiBank grant that was applied for has not been decided yet.
3. **Nominations for Elections in June:** Election of officers of the Board will be held in June. Positions are Chair, Vice Chair, and Secretary/Treasurer. There were no additional nominations given at May's meeting. Gerriann Butler will run for Chair. Kathy Pekala Service will run as Secretary/Treasurer. If anyone else would want to run, please let Linda DeMercurio know before the June meeting.
4. **Northampton Neighbors/EARN:** EARN held a very successful Job Fair May 2nd. 150 people attended the Job Fair. Marie posted positions open for the Senior Center through the Senior Aide Program at the Job Fair.

Highland Valley Elder Services Report by Kathryn Pekala Service

Kathy Pekala Service is away so there was no report today.

New Business

1. **Review of Roberts Rules and Code of Conduct:** Gerriann Butler handed out a document with Roberts Rules of Order. Roberts Rules help meetings be conducted as fair and orderly meetings and conventions. Emmett Schmarsow will be holding a training on being a Board Member. It will be held here at the Senior Center...date to be announced. Any Board Members in any Senior Center in the area can come. It can show how different COAs function...guidelines for Board and staff. Our Senior Center's code of conduct was given out. If we at Board Meetings think someone is out of conduct, you can reference Roberts Rules to interrupt it. A motion has to be made by someone for the chair to bring it up. Then it has to be seconded, then any discussion, then vote. Otherwise if the statement is not voted on in this way, the vote can be challenged. Gerriann Butler asked Board Members to please read it over. Put Code of Conduct in Board orientation packet, hand to staff, etc. Volunteers are ambassadors of Senior Center. The Code of Conduct should be put in the volunteer packet and Board Members' packet. Quorum is half or more of members. As a Board Member, you are an employee of the City and have to take the ethics test. Marie will resurrect the volunteer packet. A suggestion was made to post Code of Conduct at the front entrance. We need to protect the culture of the Senior Center and build a culture of respect. Marie asked if a couple of people would want to meet and bring back ideas to the Board Meeting. Bob asked for any volunteers. Gerriann Butler, Deborah Epstein, and Bob Montague agreed to be on a policy review committee.
2. **Procedure/Policy on misconduct/violations of the Code of Conduct:** Discussed above.
3. **Formation of Steering Committees & recruitment of members for same:** The Board is not an advisory Board to the Mayor; it is an advisory Board to the Executive Director. Marie would like to form steering committees in the following categories: Age & Dementia Friendly, Policy Committee, Volunteer handbook and policies. Gerriann Butler made a motion that the Board forms a subcommittee to look at policy. Deborah Epstein seconded it. No comments. All in favor. Gerriann Butler, Deborah Epstein, Marie Westburg and Bob Montague will be on the committee. Marie suggested input from others who may want to give input. She asked if non board members can be on the committee. The bylaws say it is okay.
4. **Meeting with the Hampshire County Jail regarding reopening Bistro:** Marie has a meeting with the Hampshire County Jail staff on Tuesday, May 22nd. Marie and Michele are ServSafe certified. The Bistro will be up and running as soon as possible.
5. **Meet & Greet Event for New Director:** Will be held Monday, May 21st, from 4-6pm.
6. **Update on the Volunteer Recognition Dinner:** It will be held on Wednesday, May 30th, from 11:30am to 1:30pm. It will be a buffet by Seth Mias. Board Members can go and thank volunteers.
7. **Sign regarding Service Animals in the Senior Center:** Gerriann Butler spoke about this. She passed around the sign for approval. Mary Lastowski made a motion to put the sign up. Casey Fowler seconded it. No discussion. Unanimously approved. One will be put at each entrance. Gerriann will order another one. Service dogs have to be under control and close to their owners.
8. **Retirement Party for Bob Kies in June:** Bob's last day is June 4th. We will be holding a Retirement Party for him on June 4th if anyone wants to attend. It will be at 11am.
9. **Interviewing for Open Staff Positions:** Marie is interviewing for the open positions of Assistant Director and Media and Program Coordinator.

Other Business

1. Bob Montague brought up that we will be changing chairs in June. The bylaws say the position is chairman. A motion was made by Mary Lastowski and seconded by Donna Park to change the name to chair or chairperson. No discussion. Passed unanimously. Terminology is for the meeting. Someone needs to notify the Conz Street Chronicle.

2. More applications for the Board are at the Mayors' office to be approved. Hopefully, we can foster an atmosphere of creativity and positivity.
3. Donna Park brought up the new documentary about Pope Francis and wants us to show it at the senior center. This would be a wonderful opportunity to listen to a world leader. It could be sponsored by the Elder Vision Group. There is a concern about mixing religion and government. We also cannot have a candidate campaign here either. They can put their information here about a talk they are having, but just cannot have it here. We could transport people to the talk or movie.

Adjourning the meeting

Mary Lastowski made a motion to adjourn the meeting and Casey Fowler seconded it at 2:59 PM. Motion was unanimously approved.

Announcements

- **Next NCOA Board Meeting:** Thursday, June 14, 2018, at 1:30 at the Northampton Senior Center.

Respectfully submitted by _____
Linda R. DeMercurio