COMMISSION ON AGING MEETING MINUTES
Tuesday, December 7, 2010
Stoughton Room, Stoughton Area Senior Center

Present: Edna Cloutier, Kay Davis, Carol Heidenway, Kelli Krcma, Don Mix, Betty Thompson
Staff Present: Cindy McGlynn, Hollee Camacho
Absent & Excused: David Bacon, Mary Onsager, Jeanne Schwass-Long, David Sharpe, Charlotte Snow, Larry Weiss

Call to order: K. Krcma called the meeting to order at 10:00 AM.

Minutes of November 2, 2010:
Moved by C. Heidenway and, seconded by D. Mix, to approve minutes; passed unanimously.

Compliments & Concerns:
- It's Cold! We hope this does not detour anyone from coming to the Madrigal Dinner today.
- The lower level carpet will be cleaned Thursday afternoon.
- C. Heidenway commented that the newsletter is outstanding. A representative from Liturgical Press is here this week to sell ads for next year's newsletter. The sales last year covered the cost of printing the newsletter and we will even receive a percentage back from the sales. We greatly appreciate everyone who supports our newsletter.

Director Comments: Cindy McGlynn
- **It's been a busy time**. Staff (& participants) are looking forward to the holidays and Medicare D open enrollment to be over. Everyone seems a bit more on edge with the extra pressure.
- **Support from Peers:** D. Mix mentioned he knows of three friends/SC participants who were recently widowed and that the holidays are especially tough for people grieving a loss. C. McGlynn pointed out how some groups at the SC become like family to some participants.
- **News Board:** C. Heidenway questioned whether a new bulletin board could be made available to post obituaries or other community news for participants. C. McGlynn will mention to staff. D. Mix said he would be willing to assist with the updating of it.
- **Tree Decoration:** St. Ann's 2nd grade class came in yesterday to help decorate our tree and made crafts with Senior Center participants.

Assistant Director Comments: Hollee Camacho
- **Medicare Part D**: Since November 15, case managers, our intern and trained volunteers have assisted 108 people with navigating the Medicare.gov website to enroll for a new Rx plan. Open enrollment continues until December 31.
- **Volunteers Coordination:** It's been tasking to find projects for MATC students to fulfill service hours within their available hours, but with their help we're in the beginning stages of starting a Facebook account for the Senior Center, have had help in the kitchen and had assistance filling our main level ceiling with snowflake decorations!
- **Volunteer Recruitment:** In our newsletter and the City's Tower Times we have advertised our need for more RSVP Drivers and Elder Friend volunteers. Distributed brochures to interested members. For more information on these and other volunteer opportunities contact me.
- **RSVP:** All volunteers of the Senior Center (including COA members) have the option to register with RSVP. The hours you devote to the Senior Center are reported to RSVP; volunteers are eligible for supplemental accident and liability insurance and fun recognitions.

- **Monthly Reports:** In the process of finishing up reports for November. Will be gone on vacation the first couple weeks of January, so taking extra time to leave instructions for staff to complete December reports.

Strategic Plan: Cindy McGlynn

- Everyone please attend next week's Prioritization Meeting on Tuesday, Dec.14, 1:00- 3:00 PM.
- Once committees have been firmed, action assignments will be distributed to each committee; some actions will need the help of more than one committee. **If you have not already, please contact Jeanne Schwass-Long & let her know which committee(s) you prefer to serve on!! --Finance, Public Relations, Program & Evaluation, and/or Volunteer**
- H. Camacho will be emailing the action plans to everyone again.

Annual Report: Cindy McGlynn

- Would appreciate your feedback with our Annual Report for 2010.
- Please share any good examples you have received for ideas.
- K. Davis said last year's was concise and easy-to-read.

COMMITTEE REPORTS: No individual committee reports.

- All COA members are encouraged to re-access their committee standings.
- Please review the Strategic Action Plans for an idea of the types of opportunities each committee will address in the coming years.
  Please contact Jeanne Schwass-Long with your committee(s) assignment preference: Finance, Public Relations, Program & Evaluation, and/or Volunteer

Meeting Adjourned: Moved K. Davis, seconded by D. Mix to adjourn the meeting. Carried unanimously. Meeting adjourned at 10:30 AM by K. Krcma

Next Meeting: Tuesday, January 4, 2010 at 10:00 a.m