

## **COMMISSION ON AGING MEETING MINUTES**

**Tuesday, October 3, 2017**

**Stoughton Room, Stoughton Area Senior Center**

**Present:** Bob Barnett, Roz Gausman, Lou Havlik, Nancy Hoffman, Dennis Kittleson, Mary Onsager, Jeanne Schwass-Long, Charlotte Snow, Susan Wollin

**Staff Present:** Cindy McGlynn, Hollee

**Absent & Excused:** Faith Schuck, David Sharpe

**Guest:** Dave Thomas

**Call to order:** J. Schwass-Long called the meeting to order at 11:03 AM. Welcomed Dave Thomas.

**August Minutes:** Moved by R. Gausman, L. Havlik congratulated COA on choosing a logo, then seconded to approve minutes; passed unanimously.

### **Director Comments**

- Also thanked COA for deciding on a logo.
- Welcomed Hollee back from maternity leave.
- Will be going to the Wisconsin Association of Senior Centers (WASC) fall conference this Thursday and Friday.
- The City's Community Fun Night is tonight from 4-7pm in the City Hall parking lot. Come for free food, bags with coupons for area businesses, fire trucks, a bouncy house, pickle ball, an appearance by Ole the K-9, and informational booths on City departments.
- We'll have our Flu Shot Clinic Friday from 8:30-11:30am, bring your Medicare card.
- November 14 will be the fundraiser at Viking Brew Pub. Tickets are \$25 which gets you food, beer samples, 50/50 raffle and informational boards about the Senior Center.
- The Senior Expo is next Wednesday, Oct. 11. The Senior Center will not have a booth this year. Staff decided \$400 for a basic table is not the best way for us to spend our limited marketing budget. We will continue to attend the Chamber's Community Expo for \$50.

### **Senior Center Logo & Brochures:**

- Displayed new logo for brochures, envelopes, etc.
- Displayed samples of Ways of Giving brochure and envelope developed by Fund Dev.; the general brochure developed by PR, and Friendly Visitor by Volunteer and PR Committees. Committees are asked to review them and bring critiques to COA.

### **Accreditation:**

- Cindy is waiting for one more person to commit to participating; she currently has 17 people. While all COA members will consistently see the accreditation process' progress, Lou, Faith, Roz, Dave and Jeanne will be representing COA on the Committee.
- Cindy hopes the Committee will have its first meeting at the end of the month and then meet monthly, and predominantly through email. The amount of meetings sub-committees will have is dependent on the amount of work required by the standard.

- Everyone will receive a booklet for all nine standards and the materials, examples and action plans required will be gathered in one binder. Cindy will explain the process in detail at the next meeting.
- It is not the committees' jobs to fix what's lacking, but instead to raise attention to staff if an item needs immediate attention or to create an action plan for the next five years.
- L. Havlik added what the COA worked on with the Strategic Plan will feed into the Accreditation process nicely.

#### **Policy Manual:**

- The ad hoc committee reviewed the manual. They made some minor grammatical changes and found the Building Use Policy is not the City's most recent version.
- It will be emailed to COA for review, and once approved it will be given to City Council's CACP Committee
- D. Kittleson added the index's numbering needs updating too.

#### **Committee Reports:**

**Program:** Next meeting: October 11 at 10:00 AM

- Mary Onsager reported that on October 27, the Through the Ages Intergenerational program will be rock painting. Kids will hide them in Spring.

**Public Relations:** Next meeting: \_\_\_\_\_

**Volunteer:** Next meeting: October 4 at 9:00 AM

**Fund Development:** Next meeting: October 4 at 10:00 AM

**Evaluation:** Next meeting: TBD

**Committees, as you complete your action plans, please email them to Hollee to input in one list.**

**Legislative Update:** City Council will begin meeting to review the Mayor's 2018 proposed budget. The COA/Senior Center requested for additional hours for the Volunteer/Program Coordinator position. Currently there are no increases to staff proposed in the Mayor's budget. We will know the Council's decision by next month's meeting.

D. Thomas questioned whether he could become a COA member. Cindy explained that appointment for COA come from City Hall and she needed to check as to whether they were already in the process of choosing someone for the City seat. We are still looking for someone to represent the Town of Albion.

**Meeting Adjourned:** Moved by M. Onsager, seconded by N. Hoffman to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:32 AM.

**Next Meeting: Tuesday, November 7 at 11:00 AM**