

COMMISSION ON AGING MEETING MINUTES

Tuesday, February 6, 2018

Stoughton Room, Stoughton Area Senior Center

Present: Lou Havlik, Nancy Hoffman, Barb Manson, Mary Onsager, Jeanne Schwass-Long, David Sharpe, Charlotte Snow

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: Bob Barnett, Roz Gausman, Faith Schuck, Susan Wollin

Call to order: J. Schwass-Long called the meeting to order at 11:07 AM.

December Minutes: Moved by L. Havlik, N. Hoffman seconded to approve; passed unanimously.

Director Comments

- Iceland Trip Tour tonight at 6pm.
- Kim's congregate meals on Thursdays have been a great success. We have had 40-50 people attend in the last month, compared with our usual 12-15 meal attendance. Participants still pay by donation and the County reimburses the Senior Center for meal prep expenses.
- Volunteers are needed as receptionists, Meals and Wheels and Kitchen subs.
- The Volunteer Income Tax Assistance (VITA) site is back in Stoughton. The Department of Revenue runs it through trained volunteers. A huge thank you to Covenant Lutheran for providing the space. Participants are asked to call the number during the times listed in our newsletter.
- Requested COA feedback on new wording in our newsletter to make it clearer that the Center is open to all. It was agreed that the back of the newsletter will now read, *"The Stoughton Area Senior Center, a non-profit agency, coordinates, develops, supports and monitors programs and services for adults 55 years and older. Aside from our case management and nutrition services which have area and eligibility restrictions, all older adults are welcome to participate."*
- During COA's May elections, we will also look to reorganize the committees. Please, 1) look at the committees' descriptions in the Bylaws, 2) look closely at the tasks assigned to each per the Strategic Plan, and 3) prioritize which committees you would most like to work on.
 - Cindy extends a huge compliment to the group. As we begin the Accreditation process, the work your committees have done have been so helpful.
 - On the other hand, we need to continue working as a group. Committees need to be member-led. Staff time is at a premium, so their role should be serving as support and information to committees. We want to be respectful of your time and be sure your time is well-spent. Meetings don't need to be scheduled every month, but instead when projects are needed and members are available.

Senior Center Brochures: Fund Development Committee and Volunteer Committees have submitted their latest drafts of the Ways of Giving/envelope and Friendly Visitor brochures. Public Relations will review them at their next meeting.

Class Instructor Agreement: Historically, instructors of paid classes have donated a portion of their fees to the Center for use of our space. However there has never been a set policy or contract establishing it as a requirement so it hasn't been done equally across the board.

- The COA discussed the issue of how to incorporate new and long-standing groups and reviewed a form Hollee distributed that attempts to do this.
- COA suggests that all new classes submit 10% of their class proceeds to the Center to help support staff coordination, promotion, reservation and inquiries associated with class offerings as well as the upkeep and general operations of the facility; 5-6% for existing programs for one year; and an added bullet point that the agreement will be reviewed yearly.
- Cindy mentioned that Stoughton Hospital's Foot Care Clinic partnership will be excluded.
- Hollee will make the corrections and email it to be discussed in March.

Policy Manual: D. Sharpe and L. Havlick motioned to approve the Policy Manual revisions and to add the Senior Center/Class Instructor Agreement once completed and approved. Carried unanimously.

Strategic Plan: L. Havlick and C. Snow motioned to approve the 2016-2020 Strategic Plan. Carried unanimously. This is a working document and will change as the committees complete and add additional actions.

Accreditation: Accreditation Committee meetings are moving along. The last couple of Committees will be meeting next week. In March COA will see the first go-around.

Committee Reports:

- **Public Relations:** last meeting canceled.
- **Program:** M. Onsager reported that she has organized a field trip to the Stoughton Village Players Theater on Feb. 23.
- **Fund Development:** held a focus group with a local attorney and financial planner to discuss how to best approach entities about remembering the Center as an option estate planning.
- **Evaluation:** no meeting.

Legislative Update:

- Lou Havlick reported on the Senior Center Symposium she attended in Fitchburg last week.
 - About 20-25 people attended, representing 9 centers.
 - Many attendees were part of Friends Groups organized as 501c3's so there was a lot of discuss on fundraising. Lou shared our current focus on getting folks to remember the Center in their estate planning.
 - They received a tour of the Fitchburg Senior Center; Lou wonders if we could get similar display cases here?
 - Lou gave her notes and handouts to Hollee to attach with the next agenda and minutes.
- At a recent City Council meeting, when looking at budget numbers, a City Council member questioned why the Senior Center and Library get to carry over so much money. The Mayor

explained that these were funds donated to the City for the Center's endowment fund. Even after told this, the person insisted that this was still City's money. COA discussed the implications for those families who have donated under the impression the money would be used as eventual income for the Center and for potential donor who may reconsider giving donations. Cindy says more education is needed so City staff are clear on the donors' expectations of these funds. She will be meeting with the City Treasurer and discuss what policies or documents are in place depicting these are donor-restrictive funds.

Meeting Adjourned: Moved by C. Snow, seconded by D. Sharpe to adjourn the meeting. Carried unanimously. Meeting adjourned at 12:00 PM.

Next Meeting: Tuesday, March 6, 2018 at 11:00 AM