

COMMISSION ON AGING MEETING MINUTES

Tuesday, March 6, 2018

Stoughton Room, Stoughton Area Senior Center

Present: Bob Barnett, Denise Duranczyk, Roz Gausman, Nancy Hoffman, Barb Manson, Mary Onsager, Faith Schuck, Jeanne Schwass-Long, David Sharpe, Susan Wollin

Staff Present: Cindy McGlynn, Hollee Camacho

Absent & Excused: Lou Havlik, Charlotte Snow

Guest: Mayor Donna Olson

Call to order: J. Schwass-Long called the meeting to order at 11:00 AM.

February Minutes: Moved by F. Schuck, R. Gausman seconded to approve; passed unanimously.

Introductions: Welcomed Denise Duranzyk as City Council representative to Commission on Aging. Cindy thanked her for stepping in for the remainder of Dennis Kittleson's term.

Director Comments

- Tricia Nicoll has resigned as our Volunteer/Program Coordinator. She has been hired by Henry Vilas Zoo. After our request for increasing the position to full-time was denied by the City, Cindy made the same request to the Bryant Foundation and they agreed. The 32-hour, full-benefits position is now posted. We hope to get a nice pool of people with experience.
- Kim's in-house meals on Thursdays have been a great success. Participants still pay by donation and the County reimburses the Senior Center for meal prep expenses. Now that Spring is around the corner, Kim is looking to make some menu changes!
- Hollee sent around a draft of the Annual Report. Once the numbers are complete, she will email for proofing/feedback.

Senior Center Brochures: Sent around copies of the latest made revisions by Public Relations. We hope to have the final copies available in April.

Class Instructor Agreement:

- Discussed and sent around the most up-to-date Class Instructor Agreement.
- Tricia made one request since COA members were emailed it in February; under Instructor expectations: "Review Center information (bathrooms, exits, attendance, sign-in, etc.)."
- All new class instructors will be asked to 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. Beginning in June 2018, instructors of existing programs will be asked to provide 5% of their earnings one year. This agreement will be reviewed yearly.
- A motion was made by D. Sharpe to approve the agreement with the additional sentence and seconded by N. Hoffman; passed unanimously.

Accreditation: There has been a little lag in our last two committee meetings with members either ill or out of state. Once the last groups meet, the full Accreditation Committee will meet. Recent work on our Strategic Plan has helped a lot as we are up-to-date with most requirements. Cindy anticipates the committees meeting separately one more time and we should be ready start putting the binders together.

Committee Reports:

- **Public Relations:** Had a “virtual meeting” and reviewed brochure drafts by email.
- **Fund Development:** last month 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; also reviewed the senior center brochures.
- **Program:** committee will help with the intergenerational rock painting distribution on April 13 (half-day for Stoughton Schools).

Legislative Update:

- Cindy emailed information for participating in the State’s Aging Advocacy Day on May 16 at the State Capitol. Please contact her if you are interested.
- Cindy shared details on the WASC Spring Training on April 6 (also emailed). The deadline to register is March 30. D. Sharpe added he has attended these through the years and have found them very worthwhile with good sharing of ideas among other senior centers.
- Cindy also forwarded some federal budget projections and how they affect older adults.

Additional comments:

- D. Duranczyk if COA would meet on Election Day. After a short poll on availability it was decided we would meet on April 10 instead.
- Mayor Donna Olson expressed her gratitude to members for their service to the City and the Senior Center in particular. Stoughton has a large senior population and serving on COA is a great way to support them.

Meeting Adjourned: Moved by M. Onsager, seconded by D. Duranczyk to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:20 AM.

Next Meeting: Tuesday, April 10, 2018 at 11:00 AM